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"Assessment System."

CONSTITUTION
LAWS AND RULES OF ORDER
OF THE
GRAND LODGE
OF THE
ANCIENT ORDER OF UNITED WORKMEN

Of the Province of Ontario.

AMENDED FEBRUARY, 1897.
PROMULGATED JUNE 25th, 1897.

Incorporated August 11th, 1879

Under the provisions of Chapter 167 of the revised Statutes of Ontario,
being an "Act respecting Benevolent, Provident and other
Societies." Copy of Declaration, together with a copy of
Constitution and By-Laws, filed in the office of
Provincial Registrar, August 14th, A.D.
1879. Also Registered under
Insurance Act, 1892.

TORONTO:

THE HUNTER, ROSE CO., LIMITED, PRINTERS.

1897.

F5012
1897
C758

The EDITH *and* LORNE PIERCE
COLLECTION *of* CANADIANA



Queen's University at Kingston

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INTRODUCTION.

The Ancient Order of United Workmen is a fraternal, charitable, beneficial and benevolent Society or Order, organized for the promotion of the welfare, social and fraternal, of its members, and the protection of those dependent upon them.

The following are declared to be the objects of said Society, and the Constitution and Laws adopted for the transaction of its business, and for the government of its members in their relation to each other as such and to said Society. The Constitutions and Laws constitute the "Laws of the Order" in this jurisdiction.

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OBJECTS.

1. To unite white male persons over eighteen and under forty-five years of age, regardless of nationality, political preferences or denominational distinctions, into a Fraternal Brotherhood, the members of which recognize and believe in the existence of a Supreme Being, the Creator and Preserver of the Universe.

2. The adoption of such secret work and means of recognition as will enable the members to make themselves known to each other wherever the Order may exist.

3. To embrace and give equal consideration to all classes and kinds of labor, mental and physical; to endeavor to improve the moral, intellectual and social condition of the members, and by wholesome precepts and fraternal admonitions to inspire a due appreciation of the realities and responsibilities of life.

4. To deliver lectures, read essays, discuss new inventions and improvements, encourage research in art, science and literature, and, when practicable, to establish and maintain libraries for the improvement of the members.

5. To create funds in aid of the members during sickness or other disability, and generally to care for the living and bury the dead.

6. To pledge the members to the payment of a stipulated sum to such beneficiary as a deceased member may have designated while living, under such restrictions and upon such conditions as the Laws of the Order may prescribe.

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CONSTITUTION

OF THE

GRAND LODGE

OF THE

Ancient Order United Workmen

OF ONTARIO.

1. This Grand Lodge shall be known under the name, Title style and title of "The Grand Lodge of the Ancient Order of United Workmen of the Province of Ontario," and shall have jurisdiction over all Lodges and members of the Ancient Order United Workmen therein.

2. The Grand Lodge shall consist of its Grand Officers, Executive Committee, District Deputy Grand Masters, Grand Medical Examiner, Grand Solicitor, and the Representatives of the Subordinate Lodges within the jurisdiction who have received the Grand Lodge Degree.

3. Grand Lodge shall have an official seal, with an appropriate device thereon.

4. All Past Master Workmen in good standing in their respective Subordinate Lodges, within the bounds of Grand Lodge, shall be entitled to a seat, but without voice or vote, and all Past Master Workmen in good standing in other Grand Lodge jurisdictions, who have received the Grand Lodge Degree, may be admitted as visitors.

5. Each Subordinate Lodge shall be entitled to one representative, or one alternate who shall perform the duties of representative in the case of the death, resignation or inability to serve of the representative, or of his inability to attend the

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Grand Lodge, who shall be elected at the last stated meeting in December, to serve for the term of one year following such election. In the case of a vacancy in the office of representative, when a single Lodge sends its own representative, the same may be filled by an election at any stated or special meeting thereafter, of which proper notice shall be given. The certificate of such representatives shall set forth the fact and cause of such vacancy. Subordinate Lodges instituted after the time of the annual election, and sending their own representatives to Grand Lodge, shall be represented therein by the Past Master Workman installed at the institution of such Lodge. In case of a contested election, or a protest to the admission of a representative, the Committee on Laws shall, without delay, examine the papers, evidence and contestants and report the facts to Grand Lodge.

Qualifica-
tion of Re-
presenta-
tives

6. Every representative to Grand Lodge must be a Past Master Workman in good standing, or must have filled the office of Recorder, Financier or Receiver of his Subordinate Lodge for a period of three consecutive years, or was elected to fill a vacancy in office, and must present to Grand Lodge credentials properly signed and attested, with the seal of the Subordinate Lodge attached, certifying that he is duly qualified and has been elected a representative from such Lodge. A duplicate copy of each representative's certificate must accompany the annual report of each Subordinate Lodge to the Grand Recorder.

Grand
Lodge
Degree

7. The Grand Lodge must confer Grand Lodge Degree without pecuniary consideration upon a brother in good standing who has legally performed the duties of Master Workman for one term, or the remainder of a term, in a Subordinate Lodge, and upon a brother in good standing who has been elected Past Master Workman at the institution of a new Lodge, or, in case of his death, resignation or removal from office, upon his successor, who shall have served the remainder of the term, and upon Recorders, Receivers and Financiers of Subordinate Lodges who have served as such for three consecutive years, when their respective Lodges, by resolution, so request, provided that in either case the degree shall not be conferred unless he shall have served at a majority of the meetings of the term, or remainder of the term, for which he has been elected.

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8. (1) Each representative shall be entitled to but one vote, Voting but when the yeas and nays are called for by any ten representatives, and at all elections for Grand Lodge Officers, Executive Committee and Trustees, each representative shall be entitled to as many votes as there were members of the Lodge represented by him at the date of the last annual report made by said Lodge or Lodges to Grand Lodge; and the representative of any Lodge or Lodges instituted after the date of the annual election of Subordinate Lodge Officers shall be entitled to as many votes as there were charter members of the Lodge or Lodges represented by him.

(2) No representative shall receive either mileage or per diem unless dues to Grand Lodge of the Lodge which he represents shall previously have been paid or remitted.

9. All Grand Lodge officers, and representatives to Grand Mileage Lodge, shall receive three dollars per diem for each day's actual attendance upon all annual and special meetings. and three cents per mile for each mile travelled in going to and returning from the same, the distance to be determined by the Committee on Audit and Finance, upon the basis of the shortest mail route. Diem

10. The Grand Master Workman shall be entitled to vote upon any question whenever there shall be a tie.

11. The stated meetings of Grand Lodge shall be held on the third Wednesday in February in each and every year at such place in this jurisdiction as may be determined at the preceding stated meeting. Should unavoidable circumstances arise, which in the opinion of the Grand Master Workman, Grand Foreman and Grand Overseer would render a change in the place of meeting necessary, the Grand Master Workman may change the place of meeting, giving due notice of same to the members. Stated meetings of Grand Lodge

12. Special meetings may be called by the Grand Master Special Workman whenever he may deem it necessary, and it shall be his duty to call special meetings when requested in writing by twenty-five (25) representatives, not more than two of whom shall be from the same county. At such special meetings only such business shall be transacted as is included in the notice calling the same. All special meetings shall be called by giving notice to each member of Grand Lodge and

to each Subordinate Lodge at least twenty (20) days before the time for such meeting.

Quorum

13. No business shall be transacted by Grand Lodge at stated or special meetings, except the admission of members and adjourning from time to time, unless there be present a representative from each of at least twenty-five Subordinate Lodges under its jurisdiction.

Powers of G. L. adopt and amend Constitution

14. (1) Grand Lodge shall enact for its government a Constitution and Laws, Rules and Regulations, and also a Constitution for the government of Subordinate Lodges, and alter and amend the same.

Establish Lodges

(2) Establish Subordinate Lodges within its bounds, and grant charters for the same, which may be suspended or revoked for proper cause.

Reprove Lodges

(3) Reprove and punish Subordinate Lodges for misconduct in such manner as may be provided.

Revenue

(4) Provide for raising such revenue as may be necessary to defray expenses and to promote the welfare of the Order, and to prescribe penalties for the non-payment of the same.

Election of officers

(5) Determine when and how the officers shall be selected, fix their term of office, prescribe their duties and determine the number and character of the committees and prescribe their duties.

Representatives and qualifications

(6) Determine the number of representatives, manner of selection and qualification, the number of votes to which members and representatives shall be entitled respectively, and the manner in which votes shall be cast.

Determine appeals

(7) Hear and determine all matters of controversy brought before it by appeal or otherwise.

Enforce forms and ceremonies

(8) Enforce upon its Subordinate Lodges a strict adherence to its forms, ceremonies, charges and regalia prescribed by Grand Lodge.

General Powers

(9) Do all things which it shall deem right and proper for the promotion of the honor, welfare and perpetuity of the Order within its bounds.

Eligibility to office

15. All Past Master Workmen in good standing within the bounds of Grand Lodge, who have received Grand Lodge Degree, are eligible to any office except those of Grand Master Workman, Grand Medical Examiner and Grand Solicitor. If,

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after election, any officer ceases to be in good standing, or shall become a resident without the bounds of Grand Lodge, his office shall thereby become vacant. No member can be elected to the office of Grand Master Workman unless he has served one term in some elective office in Grand Lodge.

16. It shall be the duty of each Subordinate Lodge, immediately after the 31st day of December in each and every year, to forward to the Grand Recorder the credentials of the representatives to Grand Lodge, and the Grand Recorder shall forthwith report the same to the Executive Committee, who shall thereupon name a Committee on Credentials, and advise the Grand Recorder thereof; and it shall be the duty of the Grand Recorder forthwith to notify said Committee of their appointment, and the said Committee shall forthwith proceed to make their report thereon, so that same may be ready for presentation immediately upon the opening of Grand Lodge at its annual meeting in each and every year.

17. In case of the death, resignation or inability of the representative or alternate of a Subordinate Lodge to serve, the Lodge shall, at its next regular meeting, or special meeting called for the purpose, elect a Past Master Workman to fill the vacancy. If said vacancy shall occur during the meeting of Grand Lodge, the Master Workman shall appoint a Past Master Workman to act as representative during the said meeting.

18. The Grand Lodge shall elect annually by ballot the Grand Master Workman, Grand Foreman, Grand Overseer, Grand Recorder, Grand Receiver, Grand Guide, Grand Inside Watchman, Grand Outside Watchman, a Grand Trustee, Grand Solicitor and Members of the Executive Committee, on or before the second day of each regular session of Grand Lodge, and each officer shall retain the powers and perform the duties of office for one year, or until his successor has been legally elected and installed, except as hereinafter provided. The term of office of Grand Trustee shall be three years. The retiring Grand Master Workman shall take the chair of the Past Grand Master Workman, and perform such duties as the ritual and laws of the Order enjoin. A majority of the votes cast shall be necessary to elect, but no vote shall be counted which may be given for anyone not in nomination, nor shall a blank be counted in the total number of

votes cast. When only one nomination has been made for an office, the Grand Master Workman shall declare the nominee elected by acclamation.

Vacancies

19. Should a vacancy occur by death, resignation or otherwise, in any of the offices of Grand Lodge during the recess, the Grand Master Workman shall appoint a qualified member to fill such vacancy until the next stated meeting of Grand Lodge.

Installation of G. L. officers

20. The installation of officers shall take place not later than the third day of the stated meeting. Should any Grand Lodge officer elected fail to be present for installation, after having been duly notified, the Grand Master Workman may declare the office vacant, and Grand Lodge shall proceed to nominate and elect to fill such vacancy.

Grand Master Workman

21. (1) The Grand Master Workman shall preside at all meetings of Grand Lodge.

(2) Decide all questions of order without debate, subject to an appeal to Grand Lodge.

(3) Call the Grand Foreman or a Past Grand Master Workman to the chair during the discussion of any question before Grand Lodge on which he may desire to speak.

(4) Appoint Grand Lodge officers *pro tem*.

(5) Appoint a Grand Medical Examiner and all Special Committees at each annual meeting, unless otherwise ordered.

(6) Employ such legal advice as may be necessary during his term, on the recommendation of the Solicitor of Grand Lodge.

(7) Appoint special deputies, and remove them at his pleasure, direct them to perform such duties as he may require, and, with the concurrence of the Finance Committee, appoint Assistant Organizers to work when and where advisable in the interests of the Order, agreeing to pay them such remuneration as may be voted by Grand Lodge for the services performed.

(8) Hear and decide such questions of law as may be submitted to him by Subordinate Lodges, properly attested by the Recorder, under the seal of the Lodge.

(9) Pass upon the findings of the Committee on Appeals and Grievances during the recess of Grand Lodge, and his

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decisions shall be binding and in force until modified or reversed by Grand Lodge.

(10) Sign all orders drawn on the Grand Receiver for such sums as may be voted by Grand Lodge, or audited by the Committee on Audit and Finance, and such other papers as may require his signature.

(11) Approve all contracts.

(12) Have power by himself or deputy to examine all books, records and accounts of the Subordinate Lodges and see that they are properly kept, and that the funds are cared for as required by the laws of the Order.

(13) Enforce the constitutional enactments, rules and regulations of Grand Lodge, and see that they are duly and promptly observed, and that the regalia, work and discipline of the Order are uniform.

(14) Have power to grant dispensations, when he may deem it for the good of the Order.

(15) To remove place of meeting of a Subordinate Lodge.

(16) To approve circulars to be issued by members of Subordinate Lodges, for any proper purpose.

(17) Suspend or revoke the charter of a Subordinate Lodge when it does not comply with his decision, or when in his judgment the laws or welfare of the Order require it, and renew the same upon the removal of the cause of suspension.

(18) When satisfied that any Brother has been unjustly or illegally suspended, removed or excluded from any of his rights or privileges in the Order by a Lodge, he may order him to be immediately restored, and may suspend until the next meeting of Grand Lodge the Lodge which shall refuse to comply with such Order.

(19) Visit and preside at any Subordinate Lodge meeting, give such instructions and directions as the good of the Order may require, always adhering to the customs and usages of the Order.

(20) Cause to be executed, and securely preserved, the official bonds of the officers of Grand Lodge.

(21) Grant charters and institute new Lodges, exercise a general supervision over the Order in this jurisdiction, dis-

charge executive powers of the Grand Lodge, and perform such other duties as may be required of him by this Constitution, enactments of Grand Lodge, and the general laws of the Order.

(22) On the first day of the stated meeting of Grand Lodge, present a printed report of his official actions.

(23) When, under any circumstances, it shall be actually necessary for the Grand Master Workman to visit a Lodge, or in the discharge of duty requiring absence from home, he shall receive the sum of three dollars per day, and three cents per mile for actual travel.

(24) The officers and members of Standing and Special Committees, when convened by the Grand Master Workman, shall be entitled to receive mileage and per diem at the rate fixed by section 9 for actual attendance.

G. Foreman

22. The Grand Foreman shall assist the Grand Master Workman, and in his absence preside over Grand Lodge, and in case of removal, death, resignation or inability of the Grand Master Workman, the duties of that office shall devolve on him for the time being, and at the expiration of the term he shall receive all the honors of the office of Grand Master Workman.

G. Overseer

23. The Grand Overseer shall render the Grand Master Workman such assistance as may be required by the laws, rules and regulations of the Order.

Grand Recorder

24. (1) The Grand Recorder shall keep correct minutes of the proceedings of each stated and special meeting of Grand Lodge and Executive Committee.

(2) Have the same prepared and printed for distribution as the Grand Lodge may direct.

(3) Conduct the correspondence of Grand Lodge and keep copies of all his official letters in index letter copy books.

(4) Retain, file and index all official correspondence.

(5) Notify all Grand Lodge Officers and each Subordinate Lodge of meetings of Grand Lodge.

(6) Prepare and publish a statement of the General and Beneficiary Fund each month, the correctness of which shall be attested by the Committee on Audit and Finance.

(7) Prepare and have printed, on or before the first day of February of each year, a tabular statement, showing the

condition of Grand Lodge and each Subordinate Lodge for the previous calendar year, and distribute them as provided for in the distribution of the Journal of Proceedings of Grand Lodge.

(8) Have charge of the seal, and attest and affix the same to all official papers and documents.

(9) Have charge of all books, papers and other properties of Grand Lodge pertaining to his office, carefully file and care for the same, and deliver them over to his successor when duly installed, or when required to do so by Grand Lodge, Grand Master Workman, or the Committee on Audit and Finance in the interval between the meetings of Grand Lodge.

(10) Deliver his books and papers for the inspection of the Grand Master Workman, or Committee on Audit and Finance, when requested by him or them.

(11) Prepare and keep a record of all charters granted for the institution of Subordinate Lodges.

(12) Make calls upon the Beneficiary Fund in the treasuries of Subordinate Lodges upon the first day of the month to pay death benefits to the beneficiaries of deceased members whose deaths have been officially reported to him, giving full information in remittance blanks as to the forwarding of funds.

(13) Keep a list of all Subordinate Lodges, with the number, name and location of each, and name and address of their Recorders, publishing the same in all monthly and Journal reports.

(14) Keep a separate and alphabetical register of all rejected candidates, and of all members suspended and expelled from the Order, and publish such information from the same as the Grand Master Workman may direct.

(15) Keep a register of the names of all the Past Master Workmen and representatives entitled to seats in the Grand Lodge by Lodges, which shall be submitted to and revised each year by the Committee on Credentials.

(16) Keep a complete register of each member, the number, date of issue and other detailed information of each Beneficiary Certificate as will comply with all the laws of the Order, and enable him at any time to know the exact standing of each member in this jurisdiction.

(17) Keep a record of all securities received by him from the Grand Trustees, and deposited with the Grand Receiver.

(18) Prepare and forward to the Financier of each Subordinate Lodge in this jurisdiction on the first day of each month, one blank monthly report, containing the names of the members belonging to said Lodge, with such instructions as may be necessary to enable the said Financier to fill out said report as required by the laws of Grand Lodge.

(19) Receive all moneys due Grand Lodge, and after crediting the same, immediately deposit said moneys in a chartered bank selected by the Executive Committee, to the credit of Grand Lodge, taking a receipt therefor, which shall be forwarded to the Grand Receiver.

(20) Draw and attest all orders on the Grand Receiver for such moneys as may be voted by Grand Lodge or audited by the Committee on Audit and Finance.

(21) Prepare and forward to the Subordinate Lodges all printed forms authorized by Grand Lodge.

(22) Notify the Grand Master Workman in writing on the 12th day of the month, of all Lodges that have failed to file their reports in his office for the month previous.

(23) Promptly notify the Grand Medical Examiner of all changes made in Subordinate Lodge Medical Examiners.

(24) Make a record of all rejected medical examinations, file the same in his office, and notify the Lodges in this jurisdiction monthly by printed circular of such rejections.

(25) Furnish the Grand Medical Examiner with such statistical information as he may require, and permit him to have access to such reports of deaths, cancelled Beneficiary Certificates and applications for membership, as he may require to examine.

(26) Promptly distribute to the Subordinate Lodges all books, papers and documents sent to him for that purpose.

(27) Promptly notify the Subordinate Lodges affected to complete defective Representative credentials and give the return perfected credentials to the Committee on Credentials on or before the opening of the meeting of Grand Lodge.

(28) Promptly transmit the password, through the Recorder, to the Master Workman of each Subordinate Lodge, on the receipt of the correct semi-annual report and per capita tax.

(29) Perform such duties in reference to the Beneficiary Reserve and General Funds as prescribed in the Constitution and the Laws of the Order.

(30) Prepare annually a report of the general condition of the Order and of the funds of Grand Lodge and the accounts of Subordinate Lodges, which shall be presented to Grand Lodge at its stated meeting, with such recommendations as he may deem necessary. Examine all applications for Beneficiary Certificates, and any member producing proof of his birth satisfactory to the Grand Master Workman and Grand Recorder shall, upon the payment of 50 cents, receive a certificate waiving all right of this Grand Lodge to contest payment of his Beneficiary after death, on the plea that the correct age had not been given in the application.

(31) Before entering upon the discharge of the duties of his office, give a guarantee company's bond, the penalty of which shall be \$15,000, at the cost of Grand Lodge, for the faithful performance of his duties. He shall receive for his services such salary, payable monthly, as Grand Lodge may direct.

(32) The incidental expenses of the office of the Grand Recorder, including salaries for help (which he shall select himself), shall be determined from time to time by the Grand Master Workman, in conjunction with the Committee on Audit and Finance. Committees and members of committees, when serving in session or on duties requiring their absence from home, shall be paid three cents per mile for each mile travelled by the shortest route, going and returning, and three dollars per day for each day engaged at the place of meeting, provided their certificates show they were in actual session each day charged for. Such bills must be audited and approved by the Committee on Audit and Finance, and in the case of all committees, except the Standing Committees, approved by the Grand Master Workman.

(33) The Grand Recorder shall have copies of the minutes of each stated and intervening special meeting of Grand Lodge, except the Secret Journal, and such other matters as are ordered excluded, correctly printed in pamphlet form, and promptly forward two copies to each Subordinate Lodge, one to each Grand Officer and member of a Standing Committee of the Grand Lodge. He shall keep and conveniently

place twelve copies of each in his office for permanent use and file therein. Subordinate Lodges shall see that the copies of the proceedings of Grand Lodge shall be carefully filed and kept for reference and use.

Grand
Receiver

25. (1) The Grand Receiver shall pay all orders drawn upon him by the Grand Master Workman under the seal of Grand Lodge, and attested by the Grand Recorder.

(2) Keep the accounts in a proper manner, showing the amounts and sources of receipts and the amounts and purposes of disbursements.

(3) Keep a separate and distinct account of the Beneficiary Reserve and General Funds, and perform such duties as are prescribed in the Constitution and Laws of the Order.

(4) Deliver his books and accounts to the Grand Master Workman or Committee on Audit and Finance whenever he or they may require them for examination.

(5) Furnish Grand Lodge at each stated meeting with a full statement of the transactions of his office.

(6) At the expiration of his term of office deliver over all books, money and all other property of Grand Lodge pertaining to his office to his successor, when duly installed, or when required to do so by Grand Lodge or the Grand Master Workman in the interval between the meetings of Grand Lodge.

(7) Before entering upon the discharge of the duties of his office he shall give a bond for the faithful performance of his duties in such penal sum as the Grand Master Workman may prescribe, to be approved as to form and sufficiency by the Grand Master Workman and Committee on Audit and Finance.

(8) He shall receive for his services such sum of money as Grand Lodge may direct.

Grand
Guide

26. The Grand Guide shall assist in preserving order, examine and introduce representatives and new members, and perform such other duties as may be required of him by the Grand Master Workman.

Grand
Watch-
men

27. The Grand Watchmen shall perform such duties pertaining to their offices as are enjoined by the work of the Order or as may be required of them by the Grand Master Workman.

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28. The Grand Trustees shall perform such duties as may Grand Trustees be directed by Grand Lodge.

29. (1) The Grand Medical Examiner must be a Past Grand Master Workman and shall be a legally qualified and com. Medical Examiner petent practising physician in this jurisdiction in regular practice for five years preceding his appointment, and a graduate of some reputable school of medicine, and not the Medical Examiner of a Subordinate Lodge during his term of office. A Medical Examiner of a Lodge may be appointed Grand Medical Examiner, but must resign his position as Medical Examiner at the first meeting of his Lodge.

(2) He shall have referred to him by Recorders of Subordinate Lodges all medical examinations, and endorse thereon his approval or disapproval. In case of approval he shall return the examinations to the Lodge. In case of rejection he shall forward them weekly to the Grand Recorder.

(3) Keep a record of all Subordinate Lodge Medical Examiners and note all changes made therein.

(4) Keep a register of all medical examinations passed upon.

(5) Promptly notify the Grand Master Workman of any incompetency or dereliction of duty on the part of any Subordinate Lodge Medical Examiner, with his recommendations thereon.

(6) At the close of each calendar year he shall present a printed report of all his actions, with such classified statistical information as he may deem of importance, and his recommendation thereon; for this purpose he shall have access to all the records of the Grand Recorder's office. He shall also make such reports to the Grand Master Workman as may be requested of him, or that are required by the laws of the Order.

(7) He shall deliver all books, papers, etc., pertaining to his office, to his successor, when requested to do so by the Grand Master Workman.

(8) The compensation of the Grand Medical Examiner shall be the sum of twenty-five cents for each application examined, and the sum of fifty cents for each death report furnished, payable quarterly.

(9) On the death of a member of the Order all papers relating to the case, including the death report and the orig-

inal application for admission, shall be forwarded to the Grand Medical Examiner by the Grand Recorder, if the Grand Master Workman shall deem it necessary, and in such case no death claim shall be paid until the case has been fully investigated—if investigation be necessary—and the chief medical officer has reported thereon.

(10) The Grand Medical Examiner is authorized by the Grand Lodge to prepare and issue to Local Medical Examiners from time to time, according to requirement, pamphlets or circulars, subject to the approval of the Grand Master Workman, containing carefully-revised rules and instructions to govern and assist them in making examinations.

Grand
Solicitor

30. The Grand Solicitor must be a Past Master Workman, and shall be a practising barrister and solicitor in this jurisdiction and in regular practice for five years preceding his appointment.

Grand
Organizer

31. The Grand Organizer shall devote his whole time to the interests of the Order, shall be appointed by the Grand Master Workman and be under the control of the Executive Committee. He shall travel throughout the whole jurisdiction, use every endeavor to stir up, put new life and enthusiasm into inert Lodges. Organize new Lodges, hold public meetings where deemed necessary, to lay the objects and aims of the Order before the people, and by voice and pen do everything in his power to advance the interests of the Order. He shall receive for his services such salary and travelling expenses, payable monthly, as Grand Lodge may direct.

D.D.G.M.
Workman

32. (1) The District Deputy Grand Master Workman for each District shall be a member of Grand Lodge, and shall be nominated by a majority of the representatives of the Lodges of such District at nine o'clock in the morning of the second day of the annual meeting of Grand Lodge, and when confirmed by the Grand Master Workman, if present, he shall be regularly installed; if not present he shall be installed before assuming the duties of his office in the Lodge of which he is a member. He must be a resident of the District of which he is appointed, and on discharging his duties shall receive from the funds of Grand Lodge his actual expenses, i.e., railway fare and hotel expenses, and, in addition, two dollars for Lodges in towns and villages, and one dollar

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for Lodges in cities, when requested to do so by the Grand Master Workman, and his account for the same shall be submitted to the Committee on Audit and Finance to be audited before payment is made.

If holding an office in a Subordinate Lodge at the time of his election, said office shall become vacant on his installation as a District Deputy Grand Master Workman.

(2) He may preside in every Lodge he visits in his district (except when the Grand Master Workman is present).

(3) It shall be the duty of the District Deputy Grand Master Workman to visit any Lodge in his district when required to do so by the Grand Master Workman, and to see that all Lodges therein are working in accordance with the Ritual adopted by Grand Lodge, and that returns are regularly made and forwarded with all fees and dues that may have accrued from time to time, and on refusal or neglect of a Lodge to make such returns and payments, he shall report the same forthwith to the Grand Master Workman..

(4) He may hear any subject of complaint or irregularity respecting Lodges or individual members of the Order within his district, and may proceed to advise or admonish if necessary, and immediately report such case to the Grand Master Workman, but has no power to suspend a Lodge or expel a member.

(5) If the District Deputy Grand Master Workman shall neglect to proceed in any case or business which may be sent for his decision within a reasonable time, the application or complaint may be transmitted to the Grand Recorder and laid before the Grand Master Workman or Executive Committee. An appeal in all cases lies from the District Deputy Grand Master Workman to the Grand Master Workman or Executive Committee, or Grand Lodge, and notice of the intended appeal must be sent in writing to the District Deputy Grand Master Workman appealed from, and to the Grand Recorder, within fourteen days from the time the decision is made.

(6) The District Deputy Grand Master Workman may summon any Lodge or brother within his district to attend him and to produce the warrant, books, papers and accounts of such Lodge, or Beneficiary Certificate of such brother. If the summons is not complied with or a sufficient reason

given for the non-compliance, a peremptory summons shall be issued, and in case of contumacy he shall report the Lodge or brother as before provided.

(7) He shall, when present, install the officers of all Lodges in his district, and, except when done in person by the Grand Master Workman, or his special deputy, organize all new Lodges therein, and no person, except the Grand Master Workman, shall interfere with the working of the Order in his district.

(8) He is required to transmit to the Grand Recorder, at least twenty days before the annual meeting of Grand Lodge, a circumstantial account in writing of his proceedings and of the state of the Order within his district, together with a list of such Lodges as may have been instituted since his last report, and state any matter in his opinion necessary to be brought before the notice of Grand Lodge.

Executive
Com-
mittee

33. (1) The Executive Committee shall consist of the Grand Master Workman, Past Grand Master Workmen, the District Deputy Grand Master Workman of the current year, the Grand Foreman, who shall *ex-officio* be President of the Committee, the Grand Overseer, the Grand Trustees, Grand Solicitor, the Grand Medical Examiner, and eight other members of Grand Lodge, four of whom shall be appointed by the Grand Master Workman, and four elected by ballot by Grand Lodge. The names of the brethren intended to be put in nomination as members of the Committee (two of whom are to be elected at each annual meeting of Grand Lodge) are to be delivered in writing to the Grand Recorder on the first day of the annual meeting, in order that all names so proposed may be printed in a list, a copy of which shall be delivered to each member of Grand Lodge previous to election. The eight thus appointed and elected shall hold office for two years, and shall, during office, be members of Grand Lodge; one-half of said appointed and elected members, who have served for two years as hereinbefore provided, shall go out of office at each annual meeting of Grand Lodge. Retiring members are eligible for re-appointment or re-election. Eight members shall constitute a quorum. All questions shall be decided by a majority vote, the presiding officer in case of a tie to have a second or casting vote. The committee shall annually elect one of their number Vice-President, and in the absence of the President and Vice-President, the Commit-

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tee shall elect a chairman *pro tem*. The Committee shall generally act as the Executive of Grand Lodge, and shall appoint sub-committees on Credentials, Audit and Finance, Laws, Appeals and Grievances, and such others as to them may seem necessary, from amongst their members, who shall report to the Executive Committee, and shall examine and report generally on all matters referred to them by the Grand Master Workman or Grand Lodge, and shall have the right of summoning any Lodge or member to attend and produce all books, papers and accounts connected with or relating to Grand or Subordinate Lodges, under penalty for neglect or refusal of being reported to the Grand Master Workman, the Executive Committee, or Grand Lodge. The Executive Committee have power to hear and determine all subjects of complaint or irregularity that may come before it respecting Lodges or individual members, and may proceed to admonish, fine or suspend, according to the Laws, and such decision shall be final, unless appealed from to Grand Lodge. Notice of such intended appeal shall be given in writing to Grand Recorder, stating the grounds for the same, within fourteen days of the receipt by the Lodge or members of the decision of the Executive Committee in the case. But should any case be of so flagrant a nature as to require the withdrawal of the charter of the Lodge, or the expulsion of a member, the Committee shall make special report thereon to the Grand Lodge. In case of any charge or complaint affecting a member of the Committee, or the Lodge to which he belongs, such member shall withdraw whilst the Committee consider their decision. The Committee shall have charge of the finances of Grand Lodge, examine all demands upon it, and when found correct shall order the same to be discharged, and shall select the bank in which the account of the Grand Lodge shall be kept, and shall have full power to inspect all books and papers relating to the accounts of Grand Lodge, and give orders for any alteration that may be considered desirable. The Committee may summon any officer or brother, having possession of any books, papers, documents or accounts belonging to Grand Lodge to attend, and the Committee may give such direction as may be deemed necessary regarding them. The books of Grand Lodge shall be closed on the 31st day of December in each year, and at the first meeting of the Committee thereafter, the accounts and balance sheet, a statement of the funds on hand, and of all

property belonging to Grand Lodge, shall be presented and audited, after which they shall be printed and transmitted to each Lodge.

(2) The Committee shall cause the necessary preparations to be made for the meeting of Grand Lodge and give orders for the usual and ordinary articles which may be required for Grand Lodge ; but no extraordinary expense of any kind shall be incurred without the previous sanction of Grand Lodge.

(3) The Committee has likewise the care and regulation of all the concerns of Grand Lodge, and may recommend for its adoption whatever may be deemed necessary or advantageous to the welfare and good government of the Order, and originate plans for the better regulations of Grand Lodge and the arrangement of its general transactions.

(4) No recommendation, petition or resolution of any kind, shall be received by the Committee unless it is in writing and signed by the person or persons presenting it.

(5) All communications from the Committee to the Grand Master Workman, the Grand Lodge Committees or any Subordinate Lodge or member, shall be made in writing.

(6) The Committee shall proceed to the consideration of any special matter which may be referred to it by the Grand Master Workman or Grand Lodge in preference to other business.

(7) All transactions and resolutions of the Committee shall be entered in a minute book by the Grand Recorder, whose duty it shall be to attend all its meetings.

(8) The annual meeting of the Committee shall be held on the Monday before the meeting of Grand Lodge, at the place appointed for such meeting, and may also be convened at other times by direction of the Grand Master Workman or President.

(9) The members of the Executive Committee attending meetings of same shall be allowed per diem and expenses, same as if attending Grand Lodge.

(10) If the President, Vice-President, or any other member of the Committee die or be removed, the vacancy shall be filled as follows: If appointed by the Grand Master Workman, then his successor shall be appointed by the Grand

Master Workman ; but if elected by Grand Lodge, then by ballot of the Executive Committee at the next meeting.

34. (1) The Committee on Audit and Finance shall, by direction of the Executive Committee, examine all bills and claims, beneficiary or otherwise, presented to Grand Lodge, and approve and report to the Grand Master Workman before orders are drawn by him for payment.

(2) Examine the accounts of the Grand Recorder monthly, attest the correctness of the same, and make a report of their condition to the Grand Master Workman.

(3) Audit annually the books and accounts of the Grand Recorder and Grand Receiver, and report the same to the Executive Committee at its annual meeting for presentation to Grand Lodge.

(4) Present in their annual report an estimate of receipts and expenditure for the ensuing year.

(5) Make such recommendations regarding per capita tax and other matters relating to the finances and business of Grand Lodge, as they may deem best for the interest of the Order.

(6) Compute the mileage of the Officers, Representatives and Committees, and report to Grand Lodge the amount to which each is entitled.

(7) In connection with the Grand Recorder, have general supervisory charge of all the printing, binding and supplies which may be ordered by Grand Lodge, and the purchasing of all books, stationery and other supplies required by its officers.

(8) In connection with the Grand Recorder, receive proposals for and make all contracts, subject to the approval of the Grand Master Workman, and see that they are complied with.

(9) Regulate the price at which all supplies shall be furnished to Subordinate Lodges, and perform such other duties as may be required by Grand Lodge, the Grand Master Workman, the Executive Committee, or the laws of the Order.

35. (1) The Committee on Laws by direction of the Executive Committee shall examine the By-Laws of Sub-

Sub-Com-
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Laws

ordinate Lodges and amendments thereto, and recommend the same for the approval or disapproval of the Grand Master Workman.

(2) Have referred to them in writing all questions and resolutions arising in Grand Lodge touching the Constitution and Laws, and report thereon at the same meeting.

(3) Make a report annually to the Executive Committee for presentation to Grand Lodge, and perform such other duties as may be required of it.

Committee on Appeals and Grievances

36. (1) The Committee on Appeals and Grievances, by direction of the Executive Committee, shall have referred to it by the Grand Master Workman the records of all trials in Lodges wherein the sentence shall be suspension or expulsion, and promptly report thereon to the Grand Master Workman.

(2) Hear and determine all appeals and grievances from Subordinate Lodges, or members thereof, and make a report as soon as possible to the Grand Master Workman for his decision, which shall be conclusive unless reversed at the next stated meeting of Grand Lodge.

Credentials

37. (1) The Committee on Credentials by direction of the Executive Committee shall make a list of persons entitled to receive the Grand Lodge Degree.

(2) Attend promptly at the stated and special meetings of Grand Lodge, and perfect its roll.

(3) Perform such other duties as may be required by the Constitution and General Laws of the Order, or by the Grand Master Workman.

Advisory Board

38. To provide for cases of emergency in which the Grand Master Workman shall require to be advised on matters of importance, and for the promotion of the increase of the Order, there shall be established a Special Committee to be known and styled The Advisory Board, and composed of the Grand Master Workman, Grand Foreman, Grand Overseer, Grand Recorder, the chairman of the Committees on Laws, and Audit and Finance, and the Grand Solicitor; which Board shall meet at the call of the Grand Master Workman, and at such time and place as he shall appoint.

Revenue

39. The revenue of Grand Lodge shall be derived from fees for charters, dispensations, sale of supplies to Subor-

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dinate Lodges, and the per capita tax from each Subordinate Lodge.

40. Applications for a charter to institute a new Lodge shall be accompanied with the medical examinations of the applicants, approved by the Grand Medical Examiner. All applications for membership must be approved by the Grand Master Workman and delivered to him, or such Deputy as he may designate. The fee for charter and supplies shall be collected by the instituting officer before the Lodge is instituted, and immediately remitted to the Grand Recorder with his report and the applications for Beneficiary Certificates. The Grand Master Workman shall hear and promptly decide all protests against the institution of a new Lodge.

41. The charter of a Subordinate Lodge may be revoked and the Lodge dissolved by the Grand Master Workman whenever its membership is reduced to a less number than ten, or by Grand Master Workman or Grand Lodge, when after due trial, as hereinafter prescribed, it shall be convicted of having neglected or refused to conform to the Ritual of the Order, as prescribed by Grand Lodge, or for having neglected or refused to hold regular stated meetings as provided by law, unless prevented by unavoidable circumstances.

42. Any Subordinate Lodge charged with being guilty of neglecting or refusing to make such returns, remittances or reports to Grand Lodge, as are prescribed by the laws of this jurisdiction; or refusing to conform to the Constitution and Laws of Grand Lodge, shall be reported by the Grand Recorder to the Grand Master Workman, who shall immediately summon said Lodge, under the seal of Grand Lodge, addressed to the Master Workman thereof by registered letter or service by deputy, with a copy of the charges, directing him to see that the offences therein charged shall be corrected and the Lodge purged thereof within ten days or have its charter suspended. Should said Lodge neglect or refuse to obey said summons within the time specified, or show to the Grand Master Workman good and sufficient cause for its dereliction, he shall suspend its charter, which suspension shall continue until such summons shall be fully complied with, when he shall restore the same. At the next meeting of Grand Lodge, the Grand Master Workman shall make a

full report of the case, and Grand Lodge shall prescribe such penalty as it may deem adequate to the offence committed. The members of a Lodge so suspended, in good standing at the date of its suspension, shall be entitled to the benefits of the Beneficiary Fund for a period of thirty days from and after the date its suspension is recorded, provided they shall comply with all the laws of the Order. During the suspension of a Subordinate Lodge it shall not be officially recognized except on business pertaining to its reinstatement. Whenever any Subordinate Lodge shall have its charter suspended it shall be the duty of the Grand Recorder to cause each member of the Lodge to be notified of the fact by registered letter mailed to his last known post office address.

Suspended
charter to
be deliv-
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defunct

43. When the charter of a Subordinate Lodge is suspended for failure to appear, or is revoked after trial, it is hereby declared the duty of its last Master Workman and officers to deliver up its charter, Lodge books, odes, cards, and other Grand Lodge supplies, to the Grand Master Workman or his deputy, taking his receipt therefor, who shall immediately transmit the same to the Grand Recorder, and said Lodge shall afterwards be known as a "Defunct Lodge."

Funds and
effects to
be deliv-
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G.M.W.

44. In all cases where a Subordinate Lodge is suspended, dissolved, or its charter revoked for any cause whatever, it shall be the duty of the last Master Workman and the officers to immediately deliver up to the Grand Master Workman or his deputy all funds and effects, except its library, furniture and the General Fund.

How char-
ters may
be restored

45. The Grand Lodge shall have power, on proper cause shown, to restore the charter of any Subordinate Lodge which has been suspended, dissolved or revoked, at any time within one year thereafter, provided that at least seven of the former members of the Lodge who are in good standing in the Order petition the Grand Master Workman for that purpose, and pay all expenses for supplies and such other expenses as may be incident thereto. All the books and effects received by Grand Lodge from said suspended or dissolved Lodge shall be returned to it upon its restoration. Should a Lodge not be restored within one year, as provided in this section, its number becomes permanently vacant, and may be conferred upon another Lodge if the Grand Master Workman or Grand Lodge shall so order.

46. Any officer of Grand Lodge who shall wilfully embezzle or convert to his own use, or any other purpose than as prescribed by the Constitution and Laws any money belonging to the beneficiary or other funds, shall have charges preferred against him, and be tried in accordance with section 178. If found guilty he shall, in addition to any civil or criminal proceedings that may be instituted against him, be expelled from the Order and forever debarred from again becoming a member thereof. Conviction in all such cases shall effect expulsion.

Offences
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47. Any officer or member of Grand Lodge who shall violate his obligations, the principles, laws, rules, or customs of the Order, shall be answerable therefor, tried in the Lodge in which he is a member, and punished as hereinafter provided in the Subordinate Lodge Constitution.

Other
offences

48. An appeal lies from the decision of the Grand Master Workman in all cases to Grand Lodge.

Appeals
from
G.M.W.

49. The Grand Master Workman shall transmit all appeals and papers connected therewith to the Committee on Appeals and Grievances, whose duty it shall be to carefully examine the papers and testimony submitted to them, and return the same to the Grand Master Workman, together with their decision and recommendations. If the Grand Master Workman shall approve of the decisions of the Committee on Appeals, it shall be final and conclusive, unless an appeal be taken to Grand Lodge. He shall notify the Lodge from whence the appeal came of the decision of the Committee and his approval thereof. If not approved he shall submit the case, together with all the papers and documents pertaining thereto, to Grand Lodge at its next annual meeting. If then approved, it shall be final and conclusive. A copy of the decision shall be forwarded by the Grand Recorder to the Lodge from the action of which the appeal was taken. Such findings and decisions must be complied with, and moneys required by them to be paid must be paid over at once in accordance with the terms thereof, except a brother or a Lodge, party or parties to the appeal, shall desire a further consideration of the matter by Grand Lodge, in which case notice thereof shall be sent to the Grand Master Workman, giving reasons for such actions, and sending all moneys, if any, in the

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dispute to him to hold until the case is finally decided. In such cases the Grand Master Workman must lay the appeal and the documents connected therewith before Grand Lodge. In all cases involving suspension or expulsion under the penal provisions of the law, the Grand Master Workman shall present the leading facts to Grand Lodge in his printed report.

Sunday
meetings
prohibited

50. It shall be unlawful for any of the governing bodies of the Order to hold any meeting on Sunday for the purpose of organizing or transacting any of their ordinary business. Nor shall any Lodge, as such, hold any picnic or pleasure excursion on Sunday, or connect the name of the Order or of a Lodge, by public advertisement, or otherwise, with any Sunday picnic or excursion.

Official
Circulars

51. All circulars emanating from a Subordinate Lodge or any member thereof, intended for general circulation among the members of the Order, shall first be referred to the Grand Master Workman before being put in circulation. If the Grand Master Workman shall disapprove, it shall not be lawful for the same to be promulgated.

General
Fund

52. All the moneys paid into the treasuries of the different governing bodies of the Order other than the Beneficiary Fund and the Reserve Fund shall constitute and be designated as the General Fund.

Benefi-
ciary Fund

53. (1) In order to provide for the payment of the sum designated in the Beneficiary Certificate of each Workman Degree member of the Order in good standing, upon the death of such member a fund is established, to be known as the Beneficiary Fund.

(2) This fund is composed of the advance assessment paid by each member as a part of the admission fee, and also of the proceeds of assessments made from time to time upon the members.

(3) This fund shall remain in the treasuries of the Subordinate Lodges until it is needed to pay the beneficiaries of deceased members, when it shall be forwarded to the proper authority, in the manner prescribed by the laws of the Order.

(4) In the portion of this fund, namely, _____ thousand dollars, to which the beneficiaries of a deceased member are

entitled, the members themselves have no individual property right, it does not constitute a part of their estates to be administered, nor have they any right in or control over the same except the power to designate the person or persons to whom, as beneficiaries, the same shall be paid at the death of the member. The beneficiaries thus designated have no vested right in said sum until the death of the member gives such right, and the designation may be changed by the member in the method prescribed by the laws of the Order at any time before his death.

(5) The extent to which the beneficiaries of each and every member shall be entitled to participate in the Beneficiary Fund, upon the death of the member, shall in every case be ——— thousand dollars.

(6) The Beneficiary Fund shall in all cases be kept separate and distinct from all other funds, and shall be used for the payment of beneficiary claims only.

(7) No applicant for membership shall receive the degrees of the Order without complying with the following conditions: (1) The passing of a medical examination in the prescribed form. (2) The approval of the Medical Examiner making the examination. (3) The approval of the Grand Medical Examiners. (4) A favorable report of an Investigating Committee, or, in case of new Lodges, the recommendation of the instituting officer. (5) Election by ballot in the prescribed form. (6) The payment of one assessment for the Beneficiary Fund. (7) The payment of the prescribed fees for the degrees.

(8) The failure to pay assessments for the Beneficiary Fund within the time specified for such payment shall in every case constitute suspension.

(9) Any member suspended for non-payment of assessments for the Beneficiary Fund may be reinstated at any time within the period of three months from the date of such suspension, upon such conditions as may be prescribed by the laws of Grand Lodge.

(10) Any member suspended for non-payment of assessments for the Beneficiary Fund shall not be reinstated after three months have elapsed from the date of suspension, without passing a new medical examination, approved by the Subordinate and Grand Medical Examiner, and obtaining the Reinstatement after three months' suspension

consent of the Subordinate Lodge to such reinstatement by a majority vote of the members present at a stated meeting.

Reinstatement after six months' suspension (11) No person shall be reinstated who has been suspended for the non-payment of assessments for the period of six months, or for the non-payment of Lodge dues, without complying with all the conditions required of applicants for membership, except the conferring of the degrees and the payment of the fees therefor.

Transfer by Clearance Card (12) No member shall be allowed to transfer his membership from one Lodge to another, except he be provided with a Clearance Card, furnished by Grand Lodge.

Reserve Fund **54.** A Fund limited to \$500,000.00 to be known as the Reserve Fund, is to be created in the following manner, viz.:

The excess at the end of each and every year, remaining in the Beneficiary Fund after all death claims of that year have been paid, shall be transferred to the Reserve Fund.

If this balance or excess, at the close of the year, should be less than an amount equal to one monthly assessment upon the members, it will be the duty of the Grand Recorder, and he is hereby empowered, to levy upon the membership in good standing December 31st of such year an assessment at the same grade as that paid by the members into the Beneficiary Fund, and the amount of such levy shall be paid into the Reserve Fund.

When the limit of \$500,000.00 has been reached, either by assessments, balances of Beneficiary or accumulations, members will cease paying to the Reserve Fund. After which it is declared when the accumulations of the Reserve Fund, and the excess in the Beneficiary Fund, in any one year equal the amount of one monthly assessment upon the membership, such accumulations shall be placed in the Beneficiary Fund and applied upon death claims.

At the end of the year (after the Reserve has reached its limit) it is known by the Grand Recorder that there is an excess in the Beneficiary Fund (after the accumulations of the Reserve Fund have been transferred thereto) of an amount equal to one monthly assessment upon the membership, it shall be his duty to inform the membership, through the Recorder of the Lodges, that the January assessment in the following year has been cancelled.

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55. The Grand Master Workman, Grand Recorder and Finance and Audit Committee shall constitute the Reserve Board. The Grand Master Workman shall be chairman and the Grand Recorder secretary. A majority shall constitute a quorum. They shall have power to superintend the collections, investment and disbursements of the Reserve Fund, in accordance with the Constitution and General Laws of the Order. They will meet on the second Wednesday of January of each year, to receive from the Grand Recorder a full statement of the condition of the Beneficiary and Reserve Funds at the close of the previous year. To take charge of all moneys that may properly belong to the Reserve Fund; i.e., balance remaining in the Beneficiary Fund at the end of the year, after all death claims have been paid. Also advise, with the Grand Recorder, as to the levying of an assessment upon the membership for the Reserve, in case the balance on hand in the Beneficiary Fund at the end of the year does not equal that of one monthly assessment upon the membership. To invest all moneys belonging to the Reserve Fund in such securities, as directed by Grand Lodge, and in accordance with "The Insurance Corporation Act." They shall prepare an Annual Report for Grand Lodge, giving full details of the Reserve Fund. A special meeting of the Board may be called at any time by the Grand Master Workman, if he deems it in the interest of the Order.

Reserve
Fund
Board

56. A full rate certificate member, who has no assessments or dues charged against him, may give written notice to the Recorder of his Lodge, at any time, of his desire to change the amount of his Beneficiary Certificate from \$2,000 to \$1,000, and to pay the half assessment rate, for each assessment from and after a date to be named by him in said notice; provided that such member shall pay the full assessment rate on all assessments called by the Grand Recorder before the date of such change. He shall fill out the blank form on the back of his Beneficiary Certificate authorizing the change or by a writing in a manner similar thereto, and to the request made by him in such notice to the Recorder of his Lodge expressing his desire to make such change, and sign the same, and his signature thereto shall be attested by the said Recorder with the seal of the Lodge attached thereto, or attested before a notary public or an officer entitled to administer oaths when, from circumstances, member

To change
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cannot sign in presence of Recorder. When attested before a notary or officer entitled to administer oaths such officer shall attest and affix his official seal thereto when practicable, whereupon he shall surrender to the said Recorder of his Lodge his said Beneficiary Certificate and pay to him a fee of fifty cents. When the Certificate, together with the said fee of fifty cents, shall be forwarded to the Grand Recorder, who shall make the proper record of the said change in the books of the Grand Lodge in his office, and shall issue a new Beneficiary Certificate for the amount required as aforesaid and payable in manner and form as directed by the former Certificate or on the back of the one surrendered, if in accordance with the laws of this Order, and from and immediately after such surrender, in case all dues and assessments have been previously paid, the Beneficiary Certificate so surrendered and all the rights and benefits thereunder shall be treated as annulled and cancelled. The new Beneficiary Certificate shall bear the same number as the old one, and shall have marked on it "issued to change from full to half rate," and the change shall take effect from the date of its issue and not before, and thereupon the member shall only be liable to pay a half rate assessment when called, but in all other respects he shall be subject to the same laws as govern the full rate membership.

To change
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57. A half rate certificate member, who has no assessments or dues charged against him, and who shall be under the age of forty-five years at the date upon which such change is to take effect, may give written notice to the Recorder of his Lodge at any time of his desire to change the amount of his Beneficiary Certificate from \$1,000 to \$2,000 and to pay the full assessment rate for each assessment from and after a date to be named by him in said notice; provided that such member shall pay the full assessment rate on all assessments called by the Grand Recorder before the date of such change. He shall fill out the blank form on the back of his Beneficiary Certificate authorizing the change, or by a writing in a manner similar thereto, and to the request made by him in such notice to the Recorder of his Lodge expressing his desire to make such change and sign the same, and his signature there- to shall be attested by the said Recorder with the seal of the Lodge attached thereto or attested before a Notary Public or

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corder. When attested before a Notary Public or officer
entitled to administer oaths, such officer shall attest and affix
his official seal thereto when practicable. He shall make
application in the same manner and form as that prescribed
for admission to membership, and shall comply with, and be
subject to, all the conditions necessary thereto as to medical
examinations, and obtain the consent of his Lodge to the
change, whereupon he shall surrender to the said Recorder
of his Lodge his said Beneficiary Certificate, and pay to him
a fee of fifty cents, when the Certificate, together with the
said fee of fifty cents, shall be forwarded to the Grand
Recorder, who shall make the proper record of the said
change in the books of the Grand Lodge in his office, and
shall issue a new Beneficiary Certificate for the amount re-
quired as aforesaid, and payable in the manner and form as
directed by the former Certificate or on the back of the one
so surrendered or in accordance with the laws of the Order,
and from and immediately after such surrender in case all
dues and assessments have been previously paid, the Benefi-
ciary Certificate so surrendered and all the rights and benefits
thereunder shall be treated as annulled and cancelled. The
new Beneficiary Certificate shall bear the same number as
the old one, and shall have marked on it "issued to change
from half to full rate," and the change shall take effect from
the date of its issue and not before, and thereupon the mem-
ber shall be liable to pay his assessments, when called, and
shall be subject to the same laws as govern a full rate mem-
bership.

58. The Grand Lodge of the Ancient Order of United Amount o
Workmen, of the Province of Ontario, guarantees to each Benefi-
member of the Workman Degree the payment at his death ciary
of *— thousand dollars* (without use or interest) to such
person or persons as he may, while living, direct, according
to the rules, laws and regulations of the Order, but not in-
consistent with the Statute Law of Ontario, for that purpose ;
provided, that said member shall fully comply with each and
all requirements of the hereinafter specified conditions, with
the Constitution, and the general laws governing the Order.

59. All medical examinations of applicants for member- Medical
ship shall be forwarded to the Grand Medical Examiner by Examina-
tion

the Recorder. The Grand Medical Examiner shall pass upon, and, if approved, forward the same to the Lodge, upon the same day that he received it, provided the name of the Medical Examiner has been entered upon his list of commissioned examiners. If rejected, he shall notify the Recorder, and forward weekly to the Grand Recorder the rejected applications.

Applica-
tion

60. Each applicant for membership, upon receiving the Junior Workman Degree, shall make application for the rights, privileges and benefits of the Order, in substance as follows, which shall be attested by the Recorder, and shall constitute his application for the Workman Degree. Such application shall form part of the contract with the Order, and if the applicant shall wilfully make any false or erroneous statement therein, or shall intentionally conceal or omit to disclose any fact material thereto, all rights, benefits, and privileges accruing by virtue of his membership in the Ancient Order of United Workmen shall be null and void.

Form of
applica-
tion for
Benefi-
ciary Cer-
tificate

61. I, _____, do hereby make application for the Workman Degree in _____ Lodge, No. —, of the Grand Lodge of the Ancient Order of United Workmen, of the Province of Ontario, and hereby agree that compliance on my part with the following conditions herein set forth are the conditions upon which I am entitled to all the rights, benefits and privileges of the Order; I do also certify that the answers made by me to the questions propounded by the Medical Examiner of this Lodge (a correct copy of which is attached to this application, and forms a part thereof) are true; and I hereby agree in consideration of the rights, benefits and privileges of membership in the Ancient Order of United Workmen, to pay all beneficiary or reserve assessments, or other demands legally made upon me by the Order.

I further agree for myself and my beneficiary, or beneficiaries, that should I fail or neglect to pay all beneficiary or reserve assessments, and demands legally made upon me within the time required, my membership shall thereby cease and determine, together with all rights, benefits and privileges inherent therein; and that my beneficiary or beneficiaries, their heirs or legal representatives, to whom the same is made payable, shall not be entitled to receive any portion of the Beneficiary Fund of the Order, nor have any claim against the Grand Lodge of the Ancient Order of United Workmen

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of the Province of Ontario. I hereby certify that I have not applied for admission to any Lodge of the A. O. U. W. and been rejected (if so rejected applicant shall state when and where).

I further agree that this application and medical examination shall be and form a part of my contract with said Grand Lodge.

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all and void.

I further agree and bind myself that any fraud, deceit, misrepresentation, or knowingly or wilfully false statement herein made by me, and material to be known to the said Order, shall render my membership null and void.

I further agree to be at all times during my membership subject to such laws, rules and regulations as now exist or may hereafter be adopted by the Order.

I agree that the Beneficiary Certificate to be issued to me shall have no binding force whatever until I have received the Workman Degree.

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I hereby authorize and direct said Beneficiary Fund, at my death, to be paid to _____ of _____ Province of _____, bearing relationship to myself of _____, and whose receipt at my death, to the Grand Lodge of the Ancient Order of United Workmen of the Province of Ontario, shall cancel in full all obligations existing under the aforesaid Beneficiary Certificate, and by virtue of my membership in the Ancient Order of United Workmen.

WITNESS my hand, this _____ day of _____, 18—.

Applicant.

Attest :

Recorder.

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62. Each applicant, upon signing the aforesaid application, shall pay to the Financier the sum of two dollars the advance assessment for the Beneficiary Fund, and one dollar for the Beneficiary Certificate. The fee for the certificate to be forwarded by the Recorder to the Grand Recorder, together with the Medical Examiner's report and the application for the certificate.

Amount to be accom-
pany appli-
cation

63. The Grand Lodge shall issue all the Beneficiary Certificates to the members of Subordinate Lodges within its Jurisdiction. Certificates for the payment of the said sum of _____ Thousand Dollars shall be in form as follows :
Certi-
cates to be
granted by
Grand
Lodge
only

BENEFICIARY CERTIFICATE.

THE GRAND LODGE OF THE ANCIENT ORDER OF UNITED
WORKMEN OF THE PROVINCE OF ONTARIO.

No. ———.

This Certificate, issued by the authority of the Grand Lodge of the Ancient Order of United Workmen, of the Province of Ontario, witnesseth that Bro. ———, a Workman Degree member of ——— Lodge, No. ———, of said Order, located at ——— in this Jurisdiction, is entitled to all the rights, benefits and privileges of membership in the Ancient Order of United Workmen of the Jurisdiction of the Province of Ontario, and to designate the beneficiary to whom the sum of ——— thousand dollars (without use or interest) of the Beneficiary Fund of the Order shall at his death be paid.

This certificate is issued upon the express condition that said ——— shall, in every particular, while a member of said Order, comply with all the laws, rules and requirements thereof. And upon this further condition that the rights of the person or persons appointed by the said ——— to receive the said ——— thousand dollars shall be subsidiary to the same rights and privileges, and to no other or greater extent than the said ——— could or might have or claim under the said certificate were the same made payable to himself personally.

It is also understood and agreed upon that the truth of the statements and conditions set forth in the medical examination and application for this certificate, and which forms a part hereof, are the conditions upon which Brother ——— is entitled to all the rights, benefits and privileges of the Order. And that any untruthfulness or violation of said statements and conditions terminate membership of said ———, and that said Grand Lodge shall not then be liable for the above sum or any part thereof.

He designates as beneficiary under the conditions hereof ———, bearing relation to him of ———.

In witness whereof the Grand Lodge of the Ancient Order of United Workmen of the Province of Ontario has caused this certificate to be signed by the Grand Master Workman

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 TARIO.

and Grand Recorder, and the seal thereof to be attached,
 this — day of —, one thousand eight hundred
 and ninety—.

[SEAL]

_____, G.M.W.

Attest : _____, G. Recorder.

We the undersigned Master Workman and Recorder of
 _____ Lodge, No. _____, do hereby countersign this
 certificate and attach the seal of this Lodge hereto this
 _____ day of _____ 18—.

[SEAL, Sub. Lodge.]

_____. M.W.

_____, Recorder.

All Beneficiary Certificates shall have printed on the back
 thereof a blank form for change of beneficiary, a blank form
 for the receipt of the beneficiary money and release of Grand
 Lodge when paid.

64. In filling out application for Beneficiary Certificates Rules for
 or applications for change of direction of payment thereof, designat-
 Recorders will observe the following instructions in naming ing bene-
 the beneficiary or beneficiaries, viz. :

The following designations of payment of the Beneficiary
 Fund are those and those only which are permitted to be
 made by this Order by any of its members.

- (1) To wife, either naming or not naming her.
- (2) To wife and child or children as directed by my will.
- (3) To my wife and child or children or to one or more of
 them.
- (4) To my child, naming him or her.
- (5) To my children, naming them.
- (6) To the mother of the assured.
- (7) To wife for life, and after her death to my child or
 children, "in such shares as the member desires."
- (8) To mother for life, and after her decease to all or any
 of the privileged class mentioned in the Statutes of Ontario, in
 such shares as the member chooses, but not to anyone outside
 of that class except in case the mother should predecease the
 member, in which case the member can exercise the right to
 make a new direction of payment to any other of the per-
 sons named in this sub-sec.

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(9) To father, brother, sister, uncle, aunt, nephew, niece, cousin, grandchild, grandfather and grandmother.

(10) To stepfather, stepmother, stepsister, stepbrother, in case there be any blood relationship, of which fact satisfactory proof shall be furnished to the Grand Recorder.

(11) To the adopted daughter or adopted son if dependent upon the member, but satisfactory proof of such dependency must be furnished to the Grand Lodge to establish that fact and also that such dependency will likely exist on the maturity of the Certificate.

(12) To affianced wife.

(13) To executors in trust for my wife and children, or in trust for my wife for life, and after her death then in trust for my child or children or any of them.

(14) To my executors for the benefit of my children.

(15) To my executors in trust for my wife.

(16) To my wife as trustee for the benefit of my child or children.

(17) To _____ as trustee for the benefit of my child or children, or any of them.

Rules for
changing
benefi-
ciaries

65. No member shall be permitted to change the direction of payment of the Beneficiary Fund mentioned in said certificate except as is next hereinafter provided.

(1) From brother or brothers to niece or nieces.

(2) From wife and children to second wife and her children, as well as the children of the first wife, or any of them.

(3) From first to second wife even if there are children by the first wife and are described "children" as a class and not specifically named.

(4) From wife and son or sons, daughter or daughters, to second wife and son or sons, daughter or daughters, even if they are son or sons, daughter or daughters, by the first wife.

(5) From wife to child or children in equal or any proportion.

(6) From wife to wife and child or children to mother without consent of wife or child or children.

(7) From mother to wife or to wife and child or children without consent of mother.

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(8) From affianced wife to wife even if she is not so named as the affianced wife in the original direction.

(9) From wife to child or children or any of them.

(10) From child or children or any of them to wife.

(11) From wife if named being dead or lawfully divorced to second wife, not naming her.

(12) From first wife being dead or lawfully divorced to second wife and her child or children on furnishing satisfactory proof of the death of the first wife or of the legal divorce.

(13) From first wife divorced to second wife if the divorce took place under British or Canadian law.

(14) From wife to executors as trustees for my child or children.

(15) From mother to second wife.

(16) From second wife and child or children by second wife to child or children by first wife.

(17) It cannot be done from daughter and grandson to sister and affianced wife. It can be done from grandson to them, but not from the daughter without her consent, she being of the full age of twenty-one years.

(18) It cannot be done from wife to sister, if the wife is alive, except with her consent, but if the wife is dead then it can.

(19) From sister to second wife is permissible.

(20) Also from family to second wife and to child or children or any of them.

(21) Also from wife (naming her), son and daughter (naming them) to second wife and the same son and daughter, first wife being dead.

66. The foregoing cases are subject to the Statute Law of the Province of Ontario as well as our laws.

67. The following are not subject to the Statute Law, but are hereby adopted as a part of and are to be governed by our own law and Constitution :

68. A member may change the direction of payment of the Beneficiary Fund where none of the existing beneficiaries come within the privileged class hereinbefore mentioned, to

and among the following persons, but the change must be made as provided by our Constitution :

- (1) From father to sister without consent of father.
- (2) From father to brother without consent of father.
- (3) From brother to brother, brother to sister, sister to brother, sister to sister, without the consent of the original beneficiary.

69. No direction of payment nor change thereof other than such as is prescribed by our laws and permitted by the Statute in that behalf shall be legally recognized or sanctioned by this Order. In those cases which come within the Statute the provisions of the Act must be strictly complied with.

70. No member or applicant for membership shall be permitted to name any creditor or creditors as his beneficiary, nor shall any member be permitted to direct by will or otherwise that his just debts or debt, funeral and testamentary expenses shall be paid out of the Beneficiary Fund or any part of it, except in cases other than where the Beneficiary is made payable to those within the privileged class.

71. No member shall be permitted to assign or hypothecate his Beneficiary Certificate, and the same shall be printed or stamped in red ink on every Beneficiary Certificate issued.

Change of
benefi-
ciaries

72. Any member desiring to change his beneficiary or beneficiaries may do so in the following manner: He shall fill out the blank form on the back of his Beneficiary Certificate authorizing the change; he shall have his signature attested by the Recorder of a Lodge and the seal attached thereto, or attested before an officer entitled to administer oaths, when the member cannot sign in the presence of a Recorder. When this is done he shall deliver or cause to be delivered his Beneficiary Certificate to the Recorder of his Lodge, together with a fee of fifty cents. The Recorder shall approve, attest and affix the seal thereto, and forward it and the fee to the Grand Recorder, who shall, if the directions be within the provisions of section 64, make a record of the change on the books of Grand Lodge, and shall issue a new Beneficiary Certificate in lieu thereof, payable as directed on the back of the one surrendered. The new Beneficiary Certificate shall

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bear the same number as the old one, and have marked on it "issued to change Beneficiary" (or Beneficiaries, as the case may be), and the change shall take effect from the date of its issue. The old one shall be cancelled, safely filed and preserved.

73. When a member has lost his Beneficiary Certificate Duplicate or it has been destroyed, he may have a duplicate issued by certificates filing with the Grand Recorder, through the Recorder of his Lodge, a statutory declaration, made before and acknowledged by an officer authorized to administer oaths, setting forth the loss or destruction of the original Beneficiary Certificate, stating time, place and circumstances of the destruction or loss, and if the latter, averring that he has been diligent in the search for it, and that he does not know where it is, and the payment of a fee of fifty cents. He shall also execute a release to Grand Lodge in such form as may be provided for the purpose, of his rights, benefits and privileges to and under said lost or destroyed certificate, and also a release of all rights, benefits or claims of his beneficiary or beneficiaries under the same, and the original certificate shall thenceforth be null and void. Duplicates must have the same number, and be made payable to the same beneficiary or beneficiaries as the original. A lost original Beneficiary Certificate found after a duplicate has been issued must be returned to the Grand Recorder.

74. The Beneficiary Certificate issued to every member by Grand Lodge shall be delivered to him at the time of receiving the Workman Degree, or as soon thereafter as practicable, after the institution of a new Lodge, or when a member has received both degrees at the same meeting. The date of countersigning the Beneficiary Certificate by the Master Workman and the Recorder shall be the date of conferring the Workman Degree. In the absence of either the Master Workman or the Recorder, the Master Workman and the Recorder *pro tem.* shall countersign the Beneficiary Certificate, with the words *pro tem.* placed after the signature. In countersigning duplicate Certificates the date given should be subsequent to the date given by the Grand Recorder.

75. Each and every member shall be entitled to all the rights, benefits and privileges of the Order from the date of regularly receiving the Workman Degree.

Delivery of
beneficiary
certificates

rights of
members
accrue

Junior
Workman
failing to
advance

76. Any Junior Workman failing, from any cause, to receive the Workman Degree within three months from the date of receiving the Junior Workman Degree, shall not be eligible to receive said Workman Degree. The name of such Junior Workman shall be stricken from the roll, and all money paid by him shall be forfeited and become the property of the Lodge, and the Beneficiary Certificate at once returned to the Grand Recorder. Should he at any future time desire to become a member of the Order, he must comply with and be subject to all the conditions required of an applicant for membership, the same as though he had never made an application. His re-application must be to the Lodge to which he first applied, or have its consent thereto. If the Lodge be defunct, then the consent of the Grand Master Workman must be had before his application can be lawfully entertained.

Register
of benefici-
ary certifi-
cates

77. The Grand Recorder shall keep a separate and distinct account with each Subordinate Lodge, showing a full register of each Beneficiary Certificate issued, and to whom, and from the monthly reports of Subordinate Lodges, he shall keep a full record of the status of the members.

Assess-
ments

78. (1) Each and every present member of this Order, from and after the first day of July, A.D. 1897, and each and every new member of this Order, without notice, commencing with the month following his receiving the Workman Degree, shall pay, to the Financier of his Lodge, a monthly assessment of the amount designated opposite the age of the member at the date of his admission to the Order, according to the following graded plan :

AGES.		RATE PER \$1,000	RATE PER \$2,000
18 to 24	inclusive	\$ 60	\$1 20
25 to 29	"	70	1 40
30 to 34	"	75	1 50
35 to 39	"	80	1 60
40 to 44	"	90	1 80
45 and over.		1 00	2 00

To be due and payable on or before 9 o'clock p.m. of the last day of the month, except when such last day falls on a

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RATE PER \$2,000
\$1 20
1 40
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1 60
1 80
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k p.m. of the
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Sunday or legal holiday, when it shall be paid on the pre-
vious day; and in addition to said regular monthly assess-
ments, such extra assessments as may be required to pay and
discharge all death claims upon the Order, which additional
assessment or assessments the Grand Recorder is hereby
empowered to levy.

(2) The date of such payment shall be kept by the
Financier, who shall credit the member with, and give him
a receipt for, the amount so paid.

(3) A member may pay his assessments in advance quar-
terly or otherwise.

79. Any member failing or neglecting to pay all assess- Penalty
ments made upon him for the Beneficiary or Reserve Funds to for failure
the Financier of the Lodge of which he is a member within to pay as-
the time prescribed as herein mentioned for such payment, sessments
shall stand suspended from all the rights, benefits and privi-
leges of the Order from and after that date, and shall not be
reinstated except as herein provided.

80. Every call made upon Subordinate Lodges to forward Calls, when
Beneficiary Funds shall be made upon the first day of the and how
month when not a Sunday or a legal holiday, and all neces- made
sary instructions relative to forwarding the funds called for
will be found in remittance blanks.

81. Any Subordinate Lodge failing or declining to make Failure to
remittance as above, so as to insure their receipt by the forward
Grand Recorder on or before the 8th day of each month, shall assessment
again be notified, and said second notice shall be mailed to
the Master Workman of the Lodge per registered letter, and
should such remittances fail to be made on or before the 15th
day of the same month, all members under the jurisdiction of
said Lodge shall stand suspended until said remittances are
made.

82. Every assessment made upon the members shall be Assess-
made upon the first day of the month when not a Sunday or ment noti-
a legal holiday, and shall comply in every particular with the ces, how
members' receipt books furnished by Grand Lodge, except given and
when an extra assessment is required and levied. duties of
Financiers

83. After the expiration of six months from the date of Cannot
the suspension or other disqualification of any member, bring ac-
neither the said member nor any person or persons claiming tion after
six months

through him shall have any right of action, or be entitled to bring any action against this Grand Lodge for, or by reason or on account of, any cause, matter, or thing in respect to his membership herein, or the contract made with him by this Grand Lodge.

Beneficiary fund, how forwarded

84. When a Call is made by the Grand Recorder on the Beneficiary Fund in the hands of the Receivers of Subordinate Lodges, it shall be the duty of such Receivers to forward said Beneficiary Fund to the Grand Recorder within seven days from the date of the notice issued by him calling for said fund to be forwarded. All calls, being drafts on said fund, must be honored by the Receivers as soon as the Financier and Recorder of the Lodge have made up the Remittance Blank.

Funds to be kept separate

85. All moneys collected from the members of Subordinate Lodges shall be placed in their respective fund accounts, and it shall be the duty of each Lodge to see that the various fund accounts in its possession are kept separate and distinct.

Beneficiary claims, how paid

86. Whenever the Grand Recorder shall receive an official report and proof of the death of a member in good standing, entitled to all the rights, benefits and privileges of the Order, he shall refer the same to the Committee on Audit and Finance, and when approved by it, a warrant shall be drawn upon the Grand Receiver in favor of the beneficiary of such deceased member, and the said warrant shall be forwarded by the Grand Recorder to the Recorder of the Lodge of which the deceased was a member, with all the necessary instructions.

Payment to beneficiaries

87. Whenever the Grand Recorder shall forward a warrant payable to the beneficiaries of a deceased member, it shall be the duty of the Master Workman and Recorder to deliver the same to the party or parties entitled to receive it; see that the Beneficiary Certificate issued to the deceased is properly receipted and forwarded to the Grand Recorder, with any other papers that may be necessary to be executed. After the warrant shall be paid, the Grand Recorder shall file the said Beneficiary Certificate in his office.

Beneficiary funds, how remitted and receipted

88. All Beneficiary Funds forwarded to the Grand Recorder shall be sent by check, draft, or post office order, payable to the order of Grand Recorder; costs of collections in all

cases shall be paid by Subordinate Lodges. The Grand Recorder shall make a proper record of the same upon the books of Grand Lodge, and deposit same as required by subsection 19 of section 24.

89. The Grand Recorder shall immediately after the close Monthly of each month make a full statement of all receipts and dis-statementsbursements of Beneficiary and other funds for the preceding month, submit the said statement to the Committee on Audit and Finance for examination and attestation, have the same printed and send one or more copies to each Subordinate Lodge.

90. Each member initiated shall be liable for all assess- Liabilityments for the Beneficiary Fund made subsequent to the day for assess- on which he received the Workman Degree, and each member mentsadmitted by card from another jurisdiction shall be liable for all assessments made after the day of the date of his election to membership in the Lodge in which he deposited his card.

91. Any member failing or neglecting to pay all assess- Suspensionments made upon him for the Beneficiary or Reserve Funds sion for to the Financier of the Lodge of which he is a member, or non-pay- or before 9 o'clock p.m. of the last day of the month in which ment of as- said assessments are made, shall stand suspended from all the sessmentsrights, benefits and privileges of the Order from and after that date, and shall not be reinstated except as herein provided.

92. Any suspended member who has forfeited all his Conditionsrights by reason of non-payment of assessments for the Bene- of rein- ficiary or Reserve Funds may be reinstated, if he be living, at statementany time within a period of three months from the date of such suspension, upon the following conditions, and none other, that is to say: He shall pay all assessments that have been made during that time, including the one or more for the non-payment of which he had become suspended, together with his dues to date, and the Financier shall report the same to the Lodge at its next stated meeting; such report, however, is not to be a condition precedent to the reinstatement, but it is hereby expressly declared that the death of a member while so suspended, and during the said three months, shall debar him from being restored into good standing or from being reinstated, by payment of any assessments, either

of the one or more for the non-payment of which he became suspended, or those that shall have been made against him during the said period of three months, and payment or tender by his personal representative or representatives during said period, shall in no case be held to restore the said member into good standing in the Order.

Reinstatement after three months

93. Any suspended member who fails to be reinstated within three months from the date of his suspension may be reinstated at any special or stated meeting, upon compliance with the following terms and conditions: He must be examined and recommended for reinstatement by the Medical Examiner of his Lodge, as in the original instance. His medical examination and application for reinstatement must be approved by the Grand Medical Examiner. He must deposit with the Financier of the Lodge all assessments made during the time that he has been suspended, including the assessments for the non-payment of which he was suspended, and the pending assessments and the dues due to date. He must obtain the consent of the Lodge to his reinstatement by a majority vote. The Recorder must at once forward the approved medical examination to the Grand Recorder. Any suspended member failing to be reinstated by Lodge within three months from date of medical examination must be re-examined, as per sec. 118.

Annulment of beneficiary certificate

94. Any suspended member who is not reinstated within the period of six months from the date of his suspension shall not be entitled to the privilege of reinstatement under the preceding provisions. His Beneficiary Certificate shall be annulled, and he shall not be re-admitted to membership, except as hereinafter provided.

Reinstatement after annulment

95. Any person, formerly a member, whose Beneficiary Certificate has been annulled, desiring to again become a member, shall, if under 45 years of age, make application in the same manner, be subject to the same requirements, and pay the same fees for degrees, Beneficiary Certificate, and one assessment to Beneficiary Fund, as a new applicant. He need not receive the degrees, but must be re-obligated. He must surrender his former Beneficiary Certificate, or furnish satisfactory proof of its loss. If approved, a new Beneficiary Certificate shall be issued to him. If rejected, his fees (less the medical examination fee) shall be returned to him.

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96. Whenever any suspended member shall be reinstated, Reinstatement to be reported in accordance with the laws governing such reinstatement, the medical examination shall be forwarded immediately to the Grand Recorder, and the reinstatement shall be recorded under its proper head in the next monthly report of the Lodge.

97. In the event of any applicant for reinstatement being Rejection rejected, the fees (except the medical examination fees deposited with the Lodge pending the result) shall be returned to him.

98. When a member shall be suspended or expelled from the Order, for any cause whatever, he forfeits all rights, benefits and privileges, and his beneficiaries thereby lose all right to any portion of the Beneficiary Fund. When rights are forfeited

99. Any member transferring his membership from one Lodge to another by Clearance Card shall pay the assessments pending at the time of the transfer to the Lodge from which he received his Clearance Card, and it shall be one of the duties of the Investigating Committee to ascertain that the pending assessments are paid to the Lodge issuing the card previous to making report to the Lodge upon the application referred to them, and the said assessments shall be forwarded to the Grand Recorder by the Lodge collecting the same in the usual manner. Transfer of membership

100. Whenever the Beneficiary Fund in the hands of the Receiver of any Subordinate Lodge is forwarded to the Grand Recorder, a record of the fact shall be made on the records of the Lodge at its next stated meeting. Entry on minutes

101. It shall be the duty of each Subordinate Lodge to make a monthly report to Grand Lodge, which report shall be closed on the last day of each month, and sent to the Grand Recorder on or before the third day of the succeeding month. Monthly Reports

102. The monthly report required to be made by each Subordinate Lodge shall contain the following information: The amount collected from the members on current or back assessments; all suspensions, deaths, withdrawals, annulments of Beneficiary Certificates, reinstatements and initiations. Contents of monthly reports

Forward-
ing reports

103. The monthly report shall be made up by the Financier and Recorder upon the regular form provided for that purpose, and shall be mailed by the Recorder to the Grand Recorder on or before the third day of each calendar month, and should said report fail to reach the Grand Recorder on the tenth day of said month, it shall be the duty of the Grand Recorder to call upon the Recorder of each delinquent Lodge, by telegram or otherwise, to forward said report forthwith. Should the report of any Lodge fail to reach the Grand Recorder by the fifteenth day of the month, it shall be the duty of the Grand Recorder to notify the Grand Master Workman of the fact immediately, and it shall be the duty of the Grand Master Workman to take immediate steps to obtain such report. In months in which no assessment is called, a report shall be made as if there was an assessment, except the blank for current assessment shall not be filled.

Failure to
forward
reports

104. Any Subordinate Lodge failing to make a monthly report, when required to do so by the Grand Master Workman, shall have its charter suspended by him. He may reinstate the charter under the provisions of section 45.

105. Any expense incurred by Grand Lodge and its officers, through the failure of any Subordinate Lodge or its officers to fulfil the duties required of them, shall be charged against such Subordinate Lodge, and shall be paid with the per capita tax falling due next after such expenses are incurred.

Members
to be noti-
fied

106. Whenever any Subordinate Lodge shall have its charter suspended it shall be the duty of the Grand Master Workman to cause each member of the Lodge to be notified of the fact by letter, mailed to his last known post office address.

Agencies
of officers

107. The duty of the Financier or other officers of a Subordinate Lodge, connected with reinstating members or the deposit or the transmission to the Lodge of the moneys required, creates no responsibility upon the Grand or Subordinate Lodge until all the laws relating to the reinstatement have been complied with.

Moneys,
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out

108. All officers of any of the governing bodies of the Order who have the custody of moneys belonging to the Order shall deposit the same in their official capacity and pay it out in like manner.

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109. The officers of all governing bodies of the Order shall hold their offices until their successors are elected or appointed and duly installed.

110. The Grand Master Workman and the Grand Recorder, in conjunction with the Committee on Audit and Finance, shall prepare all the forms required under these constitutions and general laws.

CONSTITUTION

FOR THE GOVERNMENT OF

SUBORDINATE LODGES.

Subordin-
ate Lod-
ges, how
named and
numbered

111. Each Subordinate Lodge shall be known by the name and number given to it at the time of institution, or afterwards changed by Grand Lodge, on petition, and must insert the same in the first article of its By-laws. A Lodge shall consist of not less than ten members, possessing the powers and privileges of a Subordinate Lodge within the bounds of the Grand Lodge of the Ancient Order of United Workmen of Ontario, under whose authority it shall exist, by virtue of a charter duly granted, while acting in conformity with the laws, rules and regulations of the said Grand Lodge.

Seal

112. Each Lodge shall have an official seal with appropriate device, which shall be affixed to all official documents and papers issued by and under authority of the Lodge, an impression of which shall be deposited in the office of the Grand Recorder.

Member-
ship

113. No person shall be admitted to membership in the Order unless he be a white male of the full age of eighteen and under forty-five years of age at the time of receiving the Workman Degree, and must be of good moral character, in sound bodily health, with no maim or defect calculated to shorten life or to render it more uncertain, capable of earning a livelihood for himself and family, and a believer in the existence of a Supreme Being, the Creator and Preserver of the Universe. No person shall be admitted to membership in the Order who is engaged in the sale by retail of intoxicating liquors as a beverage.

Applica-
tion for
member-
ship

114. Each application for membership shall be made on the form prescribed by Grand Lodge, signed by the applicant, stating his age, occupation and residence, which shall be a

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warranty of the truth of the facts therein stated, and the application must be recommended by two members of the Lodge, and accompanied by a fee of not less than two dollars and Medical Examiner's report, read at a stated meeting, and referred to an investigating committee of three members, neither of whom shall be one of the recommenders, whose report shall be made at the next stated meeting of the Lodge. In case the recommendation of the Medical Examiner, the Grand Medical Examiner, or the report of the Committee of Investigation is unfavorable, the applicant shall thereby be rejected. After an application has come before the Lodge, it cannot be withdrawn, unless by a majority vote of the members of the Lodge present. Any member producing proof of his birth satisfactory to the Grand Master Workman and Grand Recorder, shall upon the payment of 50 cents receive a certificate waiving all right of this Grand Lodge to contest payment of his Beneficiary after death, on the plea that the correct age had not been given in the application.

115. Every applicant for membership must be balloted **Balloting** for by secret ballot, and if two or more ballots are cast against the applicant he shall thereby be rejected. The foreman shall declare the ballot unfavorable, but before the candidate shall be declared rejected by the Master Workman a second ballot may be taken by resolution of the Lodge, which motion shall be put without discussion, and if still unfavorable the candidate shall be declared rejected. A Junior Workman applying for the Workman Degree shall be elected by secret ballot, if called for, and if three or more adverse ballots are cast the applicant shall be rejected. An applicant rejected for any cause cannot again apply until after six months. The Recorder must notify elected applicants within six days. The fees, except medical examination fees, of a rejected applicant shall be returned through his recommenders. The ballot shall be sacred and secret, and must not be used for personal, religious, or political differences.

116. No person shall be permitted to join a Lodge in this Residence Jurisdiction who resides in another Jurisdiction, except by ^{of Appli-} permission of the Grand Master Workman of the Jurisdiction ^{cants} in which he resides.

117. The Subordinate Lodge Degrees shall not be con- **Degrees** ferred upon any person for a less sum than two dollars for

the two Degrees, except that at the institution of a new Lodge, when no more shall be required of the applicants than the payment of the fee for charter and supplies. This shall not include the one dollar for the Beneficiary Certificate and the Advance Assessment for the Beneficiary Fund. The degrees of the Order shall be conferred at a stated or special meeting of the Lodge, provided no degree shall be conferred upon any applicant until after the application has been approved by the Grand Medical Examiner, except at the organization of a new Lodge, when the Organizer or Grand Organizer by the authority of the Grand Master Workman may confer the degrees subject to the approval of the Applicant by the Grand Medical Examiner. Subordinate Lodges may confer the degrees upon persons elected thereto by another Lodge upon the written request, under seal, of such Lodge, certifying that said applicant has been duly balloted for, accepted and complied with all the requirements of the Constitution.

Delay in
receiving
J. W. De-
gree

118. Should an applicant who has been examined fail to present his application for membership within three months from the date of said examination, or any person elected for membership fail for three months to receive the Junior Workman Degree, or should he before said degree is conferred suffer any sickness or receive any bodily injury, he must submit to another medical examination, and present a favorable report from the same sources as is required of a new applicant, and be again favorably balloted for by the Lodge, before the Degree shall be conferred.

Officers of
Subordin-
ate Lodge

119. The officers of a Subordinate Lodge shall consist of a Past Master Workman, Master Workman, Foreman, Overseer, Recorder, Financier, Receiver, three Trustees, Guide, Inside Watchman and Outside Watchman, all of whom except the Past Master Workman shall be elected annually on the last stated meeting in December, and also in addition to the officers, one Representative and one Alternate to Grand Lodge, and at least one Medical Examiner.

Eligibility
to office

120. Any Workman Degree member in good standing is eligible to any office in a Subordinate Lodge, except those of Master Workman, Representative to Grand Lodge or Medical Examiner. To be eligible to the office of Master Workman a member must have served one term in some subordinate office in the Lodge, except in the formation of new Lodges.

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121. A Representative to Grand Lodge must be a Past Qualification of Representative Master Workman, and as such in good standing at the time of his election, or must have filled the office of Recorder, Financier or Receiver of his Subordinate Lodge for a period of three successive years. The retiring Master Workman is eligible to be elected as such Representative.

122. No officer of a Subordinate Lodge shall serve in two Incompatible Offices during the same term. The Medical Examiner of a Lodge, when a member of the Order, may be elected to any office.

123. Five members, one of whom shall be the Master Quorum Workman, Foreman or a Past Master Workman, shall constitute a quorum for the transaction of business. The Lodge shall be opened at the time prescribed by the by-laws, if a quorum be present.

124. Subordinate Lodges must hold stated meetings at least once each month at such time and place as their by-meetings laws prescribe, except when the meeting falls upon a public holiday or the evening previous thereto, when the Lodge may at the preceding meeting fix a date for holding same.

125. Special meetings may be called whenever the Master Special Workman may deem it best for the interests of the Lodge, meetings and he shall call a special meeting when requested so to do by not less than five members, in writing. In all cases notices in print or writing shall be sent to each member in time for him to receive it before the time set for the meeting. Said notices shall contain an exact statement of the nature of the business to be transacted, and none other can be transacted at such meeting.

126. Nominations and election of officers shall be made at the last stated meeting in December, and the presiding officer shall not close the nominations until every member present has had an opportunity to speak. A member who is duly qualified may be nominated for any office though he is absent from the meeting.

127. When an election is held for any officer or officers, Election the Master Workman shall act as judge, and shall appoint two members to act as tellers, who shall assist in conducting the election in a just and impartial manner. They shall keep a register of all votes polled, and should it appear that there

have been more votes polled than there are legally qualified voters present, the Master Workman shall declare the ballot illegal and void, and direct another ballot to be taken immediately. Each member voting shall hand his ballot to the teller, giving his name, and the teller shall deposit it in the poll.

Where one
candidate
shall be
dropped

128. In case more than two candidates are nominated for the same office, neither of whom has received a majority of the valid votes cast, the candidate receiving the lowest number of votes shall be withdrawn and another ballot taken, continuing in a like manner until an election is had. The Financier's list of all the members in good standing shall be given to the tellers. In the case of a tie vote a new ballot shall be taken.

Installation

129. Officers of the Lodge who have been duly elected, shall be installed at the first stated meeting in January, or any special meeting during the month, called by the District Deputy Grand Master Workman or Grand Organizer, unless when a vacancy is filled or a Lodge instituted, in which case the installation shall take place immediately after the election or institution; and should an officer who has been duly elected, and notified thereof, fail to present himself for installation (unless prevented by sickness or other unavoidable occurrence) the office may be declared vacant by the installing officer, and another election ordered forthwith to fill the vacancy. The officers shall be installed by the District Deputy Grand Master Workman or Grand Organizer, when present; in their absence by the Senior Past Master Workman present, being a member of the Lodge, seniority to date from time of service. Lodges may elect to have a public installation by resolution.

Officers'
bonds

130. The officers of Subordinate Lodges who are required to execute bonds shall present the same, properly approved, before being installed.

The following provision shall be incorporated in the bonds of the officers of all the governing bodies of the Order who are required to execute bonds:

"The Beneficiary Reserve and General Funds which may come into the hands of the said ——— (the principal) shall be preserved by him intact, and paid over by him as required by the Laws of the Order, and in no case shall any claim

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which he may have against the Order or any Lodge thereof be settled or pleaded as an offset against the collection of any of said fund from him, or his sureties on this bond, by suit thereon."

131. (1) The Master Workman shall preside at all meetings of the Lodge, and preserve order and decorum. Duties of
Master
Workman

(2) Decide all questions of order without debate, subject to an appeal to the Lodge.

(3) Be Chairman of the Relief Committee, and *ex-officio* a member of all Committees.

(4) Decide all questions arising under the laws of the Order, subject to appeal to the Lodge

(5) Call the Foreman to the chair whenever he desires to take part in a pending discussion, or when an appeal is taken from his decision.

(6) Act as judge of all elections, and declare the names of the officers elected, and the office to which each is elected.

(7) At his installation, appoint a Business Committee of three, an Auditing Committee of three, and a Committee of three on Disputes and Grievances.

(8) Appoint all Committees, unless otherwise ordered by the Lodge.

(9) Sign all orders on the Receiver, and see that they are attested by the Recorder and have the seal of the Lodge affixed.

(10) Vote at all elections for officers, the admission of candidates, and when the Lodge is evenly divided on any question.

(11) Open and close the Lodge in due form, observing all the rules laid down in the Ritual.

(12) See that the bonds of the Financier, Receiver and Trustees are safely kept, and not surrendered until the accounts are audited and found correct, that the balances are paid over, and the Lodge satisfied with the result.

(13) See that the Ritual work and regalia of the Order are observed in his Lodge, and that the instructions of the Grand Master Workman, the Constitution and Laws of Grand Lodge are observed, and the welfare of the Order promoted in the Lodge.

(14) Communicate the password to members of his Lodge in good standing; also to members of other Lodges, on certified request of their Lodges, dated within the current term. (Such requests must be retained and filed with the Recorder.)

(15) Declare when a vacancy in an office in the Lodge exists, and direct it to be filled.

(16) See that all the official reports required from the Lodge are duly made out and forwarded, and that the beneficiary moneys and reports are duly and promptly forwarded to the Grand Recorder at the time and in the manner required by the Constitution and Laws of the Order, relating to the Beneficiary, Reserve and General Fund.

(17) Have charge of the rituals, constitutions, circulars and books pertaining to his office, keep them secure from the observation of those not members of the Order, and at the close of his term surrender them to his successor in office.

(18) Perform such other duties as may be required of him by the Constitution, general laws, rules and regulations of the Order.

Succession
to Master
Workman

132. In case of the death or resignation of the Master Workman, or in case of his inability to serve, or other disqualification under the Laws of the Order, the Foreman shall fill the remainder of the term, and be, by virtue of this succession, the Master Workman of the Lodge, and his office as Foreman shall thereby become vacant. Such service entitles the Foreman to the honors of the chair. In case neither the Master Workman nor the Foreman can serve, the Junior Past Master Workman shall take charge of the Lodge.

Junior
Past Mas-
ter Work-
man

133. (1) The Junior Past Master Workman becomes such with or without installation by service in the Master Workman's chair as Master Workman, or an unexpired term in the Master Workman's chair as Foreman, and as such is an officer of the Lodge. He shall attend the meetings of the Lodge unless unavoidably detained.

(2) Conduct the ceremonies prescribed for his office.

(3) Preside over the Lodge in the absence of the Master Workman and Foreman.

(4) Take charge of the Lodge when both the Master Workman and Foreman's chairs are vacant, declare the vacancy

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and immediately have them filled by nomination, election and installation of qualified brothers.

(5) Perform such other duties as may be required of him by the ritual, laws, rules and regulations of the Order. And when absent from a meeting of the Lodge, or in case of death, resignation, or removal from office, any Past Master Workman may be designated by the Master Workman to perform the duties of that office. In case no Past Master Workman be present, the Master Workman may appoint any Workman Degree member to perform the duties pro tem.

134. The Foreman, who is the second member of the Foreman Relief Committee, shall assist the Master Workman in preserving order and conducting the ceremonies, have charge of the inner door, and in the absence of the Master Workman shall preside in his stead, and perform such other duties as are enjoined by the laws, rules and regulations of the Order. When his office shall become vacant in the manner provided for in section 132 of this Constitution, or from any cause, it shall be immediately filled by the election and installation of a qualified brother.

135. The Overseer is the third member of the Relief Overseer Committee, and shall perform such duties as are required of him by the ritual, laws, rules and regulations of the Order.

136. It shall be the duty of Recorders of Subordinate Lodges : Duties of Recorder

(1) To notify the Grand Recorder of all candidates who have been rejected by the Investigating Committee, or by ballot, immediately after such rejection, and at the same time forward to him the medical examinations of such candidates, and to inform him of the manner and date of such rejections.

(2) To forward to the Grand Recorder the medical examinations and applications for Beneficiary Certificates of all applicants for initiation, immediately after they have received the Junior Workman Degree, together with the prescribed fee of one dollar for each and every application.

(3) To forward to the Grand Recorder the medical examinations and applications for Beneficiary Certificates of all applicants for membership by card from Lodges in other beneficiary jurisdictions, immediately after they have been elected to membership, with the prescribed fee of one dollar for each application.

(4) To attest all Beneficiary Certificates issued to members of the Lodge, affix the seal thereto, and make a record of the same in the Beneficiary Certificate Register on the night the Workman Degree is conferred, or as soon thereafter as the Beneficiary Certificate is received.

(5) To forward to the Grand Recorder the Beneficiary Certificates issued for Junior Workman Degree members who have failed to advance to the Workman Degree.

(6) To record as suspended, on the Beneficiary Certificate Register, all members who fail to pay their assessments on or before nine o'clock p.m. of the last day of the month in which the assessment was made.

(7) To record the Beneficiary Certificates of all members annulled who have been suspended for the non-payment of Beneficiary or Reserve Fund assessments for a period of six months; to report the fact to the Grand Recorder in the next monthly report, and the Lodge at its first stated meeting thereafter.

(8) To make due and proper record of all suspensions, reinstatements, expulsions, transfers of membership into or out of the Lodge, and such other matters as may be necessary from time to time, upon the Beneficiary Certificate Register, and to see that the same are recorded at the proper time in the monthly report.

(9) To report upon the blank provided for that purpose by the Grand Lodge, to the Grand Recorder, the death of any member in good standing of the Lodge, which report shall be signed by said Recorder and by the Master Workman and Financier. None but deaths so reported shall be deemed to be officially reported within the meaning of the Constitution.

(10) To notify the Recorder of any Lodge when a member has been admitted by Clearance Card issued by such Lodge, and inform such Recorder and Grand Recorder of the date of such election.

(11) To forward the cancelled Beneficiary Certificates of all members admitted by card from Lodges in other Beneficiary jurisdictions to the Recorder of the Lodge issuing the card; and inform him of the date of election, and immediately after the member has been elected to membership to notify the Grand Recorder.

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(12) To attest the signatures of all members when filling out the blank on the back of their Beneficiary Certificates for the purpose of making a change in their beneficiaries; see the direction is within the provisions of section 64; affix the seal of the Lodge thereto, and forward the certificate to the Grand Recorder, with a fee of fifty cents.

(13) To mail to the Grand Recorder immediately after the last day of each month the membership report for the month just closed.

(14) To make out the remittance blank whenever it is necessary to forward Beneficiary Fund to the Grand Recorder; to obtain from the Receiver a draft or post office order for the amount to be forwarded, payable to the order of the Grand Recorder, and forward the same to him before the eighth day of the month in which his notice was issued or in which a second call is due.

(15) He shall keep correct minutes of the proceedings of each meeting of the Lodge, and have the same transcribed in a book provided for that purpose before they are finally approved by the Lodge.

(16) Have the recorded minutes of each meeting ready for approval at the next succeeding stated meeting.

(17) Have charge of the seal, and affix it to all the official papers and documents of the Lodge.

(18) Conduct the correspondence, and perform all the duties required of him by the Constitution and Laws of the Order relating to the Beneficiary Reserve and General Funds.

(19) See that the monthly reports and remittance blanks, as well as all other statistical reports, are correct, and that the money sent in each remittance is the correct amount.

(20) Have charge of all the books and records of the Lodge pertaining to his office.

(21) Fill out all orders and warrants for the amounts voted by the Lodge, and after the Master Workman signs his name affix the seal, and attest them with his signature.

(22) Conduct the correspondence of the investigating committee appointed upon an applicant seeking admission to membership upon a clearance card.

(23) Notify the Recorder of a Lodge from which a member has been admitted upon a clearance card issued by such

Lodge, and give the Recorder thereof the date of the admission.

(24) Promptly mark his Beneficiary Certificate Register as to all transfers of membership by card into or out of his Lodge.

(25) See that a member received on a clearance card from a Lodge of another Jurisdiction surrenders his Beneficiary Certificate and cancels the same on the meeting night of his election, and promptly forward the same to the Lodge from which it was issued, and at the same time inform the Recorder of the Lodge of the date of the election of the member.

(26) Notify all members against whom charges have been preferred to appear at the Lodge at the meeting night set for the purpose of considering the charges, and at the same time forward to the accused a copy of the charges.

(27) Promptly and correctly prepare a transcript of the record in all appeals made to Grand Lodge or the Grand Master Workman, and in all cases involving a trial he may require the appellant to pay in advance at the rate of ten cents per hundred words therein.

(28) See that the financial part of the semi-annual report is made out by the Financier, and that such reports are signed, sealed and promptly mailed to the Grand Recorder, and remit the per capita tax therein.

(29) Attend the meetings of the Auditing Committee, and assist them with his books and records.

(30) Notify all candidates of their election within six days thereafter.

(31) Make out the credentials of the representatives and alternates to Grand Lodge in duplicate, forward one with the semi-annual report and give the duplicate to the representative, having seen that both are duly dated, signed by the Master Workman and himself, and the seal of the Lodge is affixed.

(32) Make out the certificates of all Past Master Workmen in good standing who have become such by service through the Master Workman's chair, and by service as Recorder, Financier or Receiver of the Lodge, at the end of the term of each of them. See that they are dated and signed by the Master Workman and by himself, and affix the seal of the Lodge. Also, in case either of said Past Master Workmen

is the elected representative of the Grand Lodge, he must make the certificate in duplicate, and mail one with the semi-annual report in addition to his certificate as elected representative.

(33) Submit his books to the inspection of Grand Master Workman, his Deputy, such other person as may be appointed by Grand Lodge, the Master Workman, or a committee of the Lodge, whenever requested to do so.

(34) Deliver his books, papers and records to his successor in office, and perform all other duties required of him by the laws, rules and regulations of the Order, or by the Lodge.

137. It shall be the duty of the Financier of Subordinate Lodges: Duties of Financier

(1) To charge all assessments made against each member liable for the same in a book for that purpose (in manner and form as provided by the Grand Lodge) under date not later than the eighth day of the month in which the assessment is made.

(2) When any member fails to pay any assessment made, to record on the monthly report of the Lodge such suspension.

(3) To furnish the Recorder, on the first day of the following month, with the names of all members who had failed to pay their assessments on or before the last day of the month in which the assessment was made.

(4) To notify the Lodge of all applications for reinstatement, and of the fact that the required amount necessary to be paid by such applicant has been deposited with him, and to see that all arrearages of Beneficiary or Reserve Fund paid by members who are duly reinstated are forwarded to the Grand Recorder.

(5) When any member is suspended for non-payment of assessments, dues or other sums which he is legally liable to pay, no Financier shall be permitted to take or receive any money whatever unless and until said member pays all arrearages, including those for which he was suspended.

(6) To report to the Lodge at the next stated meeting the total amount of money received since the last report was made, specifying the amount collected for each fund.

(7) To make out the monthly report upon the blank form provided by Grand Lodge for that purpose, and deliver the same to the Recorder on the first day of the following month.

(8) He shall keep a full and correct account between the Lodge and each member in manner and form as prescribed by Grand Lodge.

(9) Receive all moneys due the Lodge, receipt for and pay same over to the Receiver before the close of each meeting, taking his receipt therefor. The receipts of the Receiver in manner and form as prescribed by Grand Lodge shall be his only valid voucher.

(10) Have in his possession all moneys due from members not in good standing before reporting their reinstatement.

(11) Notify all members in person, or by notice to their last recorded place of residence, who are over three months in arrears for dues.

(12) Notify the Master Workman when in Lodge session of all members in arrears for six months for dues, and serve such notice therein as the Master Workman shall direct.

(13) At elections and votes on reinstatements and trials furnish the Master Workman with a list of members in good standing; also at such other times as the business of the Lodge may require it to be done.

(14) Make out the semi-annual report of the finances of the Lodge, and for the computation of the per capita tax.

(15) Submit his books for the inspection of the Grand Master Workman, his Deputy, such other person as may be appointed by Grand Lodge, the Master Workman or the Auditing Committee whenever requested to do so.

(16) Perform the duties required of him by the Constitution and the Laws of the Order relating to the Beneficiary Reserve and General Funds.

(17) Annually, and at such other times as are required by the laws, rules and regulations of the Order, from his books furnish the Recorder with a full list of the membership in the Lodge, and the standing of each member, and assist him in preparing all statistical reports required by Grand Lodge.

(18) Perform such other duties as are required by the laws, rules and regulations of the Order, and deliver all his books, papers and accounts to his successor in office.

(19) Before entering upon his duties he shall give a bond in the manner and form as prescribed by Grand Lodge in such sum as the Lodge may deem good and sufficient.

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138. It shall be the duty of the Receiver of Subordinate Lodges: Duties of Receivers

(1) To receive from the Financier all moneys received for the Lodge, and to give him a receipt for the same.

(2) To keep a regular and correct account of all moneys received and paid out by him, keeping the account of each fund separate and distinct.

(3) To deliver to the Recorder a check, draft, or post office order, payable at par to the order of the Grand Recorder, for the amount of the Beneficiary or Reserve Fund, to be forwarded whenever a call has been made upon said fund; the receipt from the Grand Recorder shall be his voucher to the Lodge.

(4) He shall receive from the Financier all moneys collected by him for the Lodge, immediately giving him a receipt therefor in manner and form as prescribed by Grand Lodge.

(5) Keep a separate and distinct account of the funds of the Lodge, so that the Beneficiary and Reserve Funds shall not be made a part of the General or other funds.

(6) Enter the money received on each account in a book for that purpose in manner and form as prescribed by Grand Lodge.

(7) Pay all orders drawn upon him from the General Fund when signed by the Master Workman and attested by the Recorder, with the seal of the Lodge attached.

(8) Forward the Beneficiary and Reserve Funds in the manner required by the Constitution and the Laws of the Order, and otherwise exactly conform to the duties of his office as prescribed.

(9) The warrant of the Lodge shall be his sole voucher for payment out of the General Fund, and the receipt of the Grand Recorder shall be his sole voucher for payments out of the Beneficiary or Reserve Funds.

(10) Keep each of the Funds of the Lodge intact, separate and apart from his own money, and where he keeps a bank account it shall only be so kept in his name as Receiver for the Lodge.

(11) No money shall be paid out of the General Fund of a Subordinate Lodge, except upon orders properly drawn upon the Receiver.

(12) Submit his books, vouchers and accounts to the Master Workman, his Deputy, such other person as may be appointed by Grand Lodge, the Master Workman, or the Auditing Committee, whenever requested to do so.

(13) Have his accounts duly balanced for examination and audit when required.

(14) Hand over all moneys, books, papers, vouchers, and accounts at the expiration of his term of office to his qualified successor.

(15) Perform such other duties as are required of him by the laws, rules and regulations of the Order.

(16) Before entering upon his duties give a bond in manner and form as prescribed by Grand Lodge in such amount as the Lodge may deem good and sufficient.

Guide

139. The Guide shall have charge of the regalia and other properties of the Lodge, and perform such other duties as pertain to his office and which are defined in the ritual, laws, rules and regulations of the Order.

Watchmen

140. The Inside and Outside Watchmen shall perform such duties as are required of them by the ritual, laws, rules and regulations of the Order.

Trustees

141. (1) The Trustees shall have supervision over the land and other property of the Lodge, and manage the same in accordance with the instructions of the Lodge.

(2) Invest such sums as the Lodge may direct out of the General Fund, in such securities as the by-laws of the Lodge may permit.

(3) Have the custody of all the securities of the Lodge for money loaned or invested, and collect or realize on all such loans or investments when so directed by the Lodge, paying the moneys so received over to the Financier immediately on receipt of the same.

(4) Attend the meetings of the Auditing Committee and exhibit all securities in their possession belonging to the Lodge for inspection and verification.

(5) Purchase such articles as the Lodge may direct them to obtain, and perform such other duties relating to the business affairs of the Lodge as may be required of them.

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(6) At the last stated meeting in each term make a report in writing to the Lodge of all their transactions during the term, and append an inventory of all the property of the Lodge.

(7) Before either of them shall enter upon his duties he shall execute a bond in manner and form as prescribed by Grand Lodge, in such sum and with such surety as the Lodge may deem good and sufficient.

142. (1) The Representative to Grand Lodge shall attend the meetings of Grand Lodge and faithfully represent the views of his Lodge, and work for the advancement of the Order. ^{atives to Grand Lodge}

(2) Report his actions to his Lodge promptly after the close of the meeting of Grand Lodge.

(3) Upon receipt of the Proceedings of Grand Lodge call the attention of his Lodge to all changes in the laws, and assist the officers in putting the same into operation, and perform such other duties as may be required of him by the constitution, laws, rules and regulations of the Order.

(4) In case of death, disability, removal or other inability to serve, the alternate shall be the representative of the Lodge.

143. (1) The Medical Examiner must have the qualifications prescribed in the laws of the Order, and at the time of his election file with the Grand Recorder a certificate, setting forth that he is a graduate of a reputable medical college, giving the name of the same and the date of his graduation. ^{Medical Examiner}

(2) That he is regularly engaged in the practice of medicine in the place of his residence, which must be in or contiguous to the meeting place of the Lodge. The fee for Medical Examination shall not be less than \$1.00. (A Medical Examiner shall always be a member of the Order when practicable.)

(3) He shall examine all applicants for membership in the Lodges, all applicants for reinstatement who have been suspended over three months, and all applicants for membership by clearance card from another jurisdiction.

(4) Make all examinations on the blanks authorized by Grand Lodge and certified to be correct by the Grand Medical Examiner.

(5) Obey the instructions to Medical Examiners contained in the general laws of the Order.

(6) Furnish the Grand Medical Examiner with any additional information he may require, if in his power to do so.

(7) Collect the medical examination fees of the applicant provided for in the by-laws, and report the same to the Lodge.

(8) Immediately on completing an examination, forward it to the Recorder of the Lodge.

(9) Make such investigation as may be required by the Grand Medical Examiner, and perform such other duties as may be required of him by Grand Lodge or the Grand Master Workman.

Auditing Committee **144.** The Auditing Committee shall: (1) Carefully audit the books, accounts and reports of the Financier, Receiver and Trustees of the Lodge, and report in writing thereon at the first meeting in January and July of each year.

(2) Promptly audit such bills as may be referred to them, and perform such other duties as the Lodge or its by-laws may require.

Business Committee **145.** The Business Committee shall: (1) Keep a list of all members of the Lodge who need employment.

(2) Do all in their power to find employment for those who need it.

(3) Report at each regular meeting of the Lodge the names of those members for whom they have obtained employment since the last report, and the names and qualifications of those still on their list of unemployed.

(4) Investigate and report all cases of applications for assistance or relief made by visiting brethren from Lodges in this or other jurisdictions when referred to it, and perform such other duties as may be required of it.

Relief Committee **146.** The Relief Committee shall visit the sick, destitute and disabled members of the Lodge under such restrictions as the by-laws of the Lodge prescribe, and make report at each stated meeting of all cases brought to or within their attention, with such recommendations as to pecuniary assistance needed as they may deem necessary.

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147. Lodges may provide in their by-laws for such other General Standing Committees as the business of the Lodge may require, or refer such duties to special committees. All standing committees expire with the term of the Master Workman, who appoints them, and the accounts of all committees must be discharged before their existence can cease. The investigating committee on applications for membership may be made a standing committee by the by-laws of the Lodge. In all such cases provision must be made for disqualifying a member who may be a relative or recommender of the applicant.

148. The fiscal year shall begin on the first day of January and terminate on the 31st day of December of each and every year.

149. Each member of the Lodge shall pay into the funds thereof as dues such sums quarterly, in advance or otherwise, as shall be prescribed by the by-laws, which shall in no case be less than twenty-five cents per quarter year, to commence with the date of his receiving the Workman Degree.

150. Any member who neglects or refuses to pay the dues as fixed by the by-laws of the Lodge for the period of three months, shall not be entitled to vote or hold office. And if neglecting or refusing to pay for a period of six months he shall be reported to the Lodge by the Financier, and the Master Workman shall thereupon declare such member suspended from the Order, unless otherwise directed by the Lodge.

151. Any member who has been suspended from all benefits and privileges of the Order by reason of non-payment of dues, applying to be reinstated, shall pay the amount he was in arrears for dues at the date of his suspension, except the payment of the Degree fees; conform to all the requirements imposed upon an applicant for membership, and shall pay one assessment for the Beneficiary Fund. If over forty-five years of age, the application cannot be entertained.

152. Subordinate Lodges may provide in their by-laws for the payment of dues or assessments—one or both—of a sick, disabled or destitute member out of the general fund of the Lodge, provided such payments be made by drawing a warrant on the Receiver for the amount needed, one meeting night before the same is fully due and payable.

Clearance
Cards, how
obtained

153. Any member in good standing wishing to transfer his membership from one Lodge to another shall apply, personally or otherwise, in open Lodge, for a clearance card, when, on payment of all fines and dues charged against him on the Financier's books, together with the current assessment or assessments, a vote shall be taken, and if a majority of the votes be in favor the card shall be granted.

Terms for
which card
can be
granted

154. No card shall be granted for a longer period than six months, and on the majority voting in favor of the card being granted, the applicant shall pay to the Financier his dues up to the time of the expiration of the card, together with the price of the card fixed in the by-laws of the Lodge, which shall not exceed fifty cents.

Duty of
member
holding
Clearance
Card

155. Any member holding his card without depositing it in another Lodge, shall be under the control of the Lodge granting the card, and shall notify the Recorder of his address at least once a month, and upon notice from the Financier shall forward his beneficiary assessments to the Lodge, as required in the laws for the government of the Beneficiary Fund.

If card be
refused
member
must be
tried

156. Should a majority of those voting refuse to grant the card, the objection shall be stated in writing, and the applicant shall be entitled to a trial in the same manner and form as upon other charges.

Card may
be recalled
or annulled

157. Should a card be granted, the Lodge may, for proper cause, recall or annul the same.

How card
may be de-
posited in
same juris-
diction

158. A brother of the Order holding a Clearance Card, wishing to become a member of another Lodge of this jurisdiction, shall make application in writing and present his Clearance Card from the Lodge of which he was last a member. If the Lodge is satisfied of the correctness of the card, the application shall be referred to an Investigating Committee of three members, whose duty shall be to have the Recorder promptly inquire of the Lodge granting the card if all assessments for the Beneficiary Fund have been paid by the brother holding the card, up to and including the month in which the application is made, and report at the next stated meeting of the Lodge, or as soon as they make the investigation, as to the character and fitness of the applicant for membership. If the report be favorable, the applicant shall be

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balloted for, and if only two adverse ballots appear against him he shall be declared elected to membership; if more than two, he shall be declared rejected. When admitted to membership the brother shall pay a fee of fifty cents.

159. The Recorder of the Lodge in which the card is deposited shall immediately upon the election of the brother notify the Grand Recorder, by sending him the coupon attached to the card, giving the number of the Beneficiary Certificate held by the brother and the name and number of the Lodge granting the card, and shall also notify the Recorder of the Lodge granting the card in the same manner, who shall mark the brother on the books as transferred. The amount remaining in the Beneficiary Fund (being current assessment or assessments) shall be forwarded by the Lodge granting card to the Grand Recorder with the next call.

Duty of Recorder when card is deposited

160. At the expiration of the time for which a card was granted, the brother not having deposited it with another Lodge, remains under the jurisdiction of the Lodge from which he obtained the card.

Expiration of card without deposit

161. In all cases of the rejection of an applicant for membership by card, the fees (except the medical examination fees) shall be returned.

Fees to be returned

162. In all cases of application for membership by card, an election to membership cannot be held until the Investigating Committee have favorably reported upon the fitness of the applicant, and that he has paid all assessments up to and including the month in which the application is made.

When ballot for membership by card to be held

163. A member in good standing may sever his connection with the Order by making application therefor in writing, on the proper form furnished by Grand Lodge, and pay all dues, fines and assessments charged against him, or for which he is liable, up to and including the date of such application, surrendering his Beneficiary Certificate in writing, together with all rights, benefits and privileges that he may have acquired by virtue of his membership in the Order. When a final card, in the form prescribed, and without charge by the Grand Lodge, shall be issued to him.

Withdrawal from Order

164. When a person who has severed his connection with the Order, and has had issued to him a final card, desires to again become a member, he shall, if under forty-five years of age, make application in the same manner, be subject to the

Re-admission of persons holding Final cards

same requirements and pay the same fees for the Beneficiary Certificate and the advance assessment for the Beneficiary Fund, as a new applicant. He need not receive the degrees, but must be re-obligated. He must surrender his card, or make satisfactory proof of its loss. If rejected, his card and fees (except the Medical Examiner's fees) shall be returned to him.

How mem-
bers sus-
pended less
than three
months
may be re-
instated

165. (1) A member suspended for non-payment of beneficiary assessments less than three months shall be reinstated under the provisions of section 92, relating to the Beneficiary Fund, which is as follows: Any suspended member who has forfeited all his rights, by reason of non-payment of assessments for the Beneficiary or Reserve Funds, may be reinstated, if he be living, at any time within a period of three months from the date of such suspension, on the following conditions, and none other, that is to say: He shall pay all assessments that have been made during that time, including the one or more for the non-payment of which he had become suspended, together with his dues to date, and the Financier shall report the same to the Lodge at its next stated meeting; such report, however, is not to be a condition precedent to the reinstatement, but it is hereby expressly declared that the death of a member while so suspended, and during the said three months, shall debar him from being restored into good standing, or from being reinstated by payment of any assessments, either of the one or more for the non-payment of which he became suspended, or those that shall have been made against him during the said period of three months, and payment or tender by his personal representative or representatives during said period shall in no case be held to restore the said member into good standing in the Order.

How, when
suspended
over three
and less
than six
months

(2) A member suspended for non-payment of beneficiary assessments over three and less than six months shall be reinstated under the provisions of section 93.

When dues
to be paid

166. In both cases the dues standing charged at the time of suspension and those accruing after the suspension, up to and including the meeting night of the reinstatement, must be paid in addition to the Beneficiary Assessments required for the reinstatement.

Restora-
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167. Members indefinitely suspended or expelled under the penal provisions of the laws of the Order may, if under

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forty-five years of age, be restored to all rights and privileges of membership in the following manner and upon the following conditions: (1) The application must be made in writing to the Subordinate Lodge of which the applicant was a member.

(2) If the application be made to a Lodge other than the one which imposed the penalty, then the applicant must present with his application the consent, in writing, of the Lodge which suspended or expelled him, if it be in existence, and in both cases he must have the consent of the Grand Master Workman.

(3) He must undergo a medical examination as is required of new applicants, and be elected in the same manner.

(4) He must in all respects comply with the conditions imposed by the laws of the Order in relation to the reinstatement of members suspended for the non-payment of assessments. No member expelled for embezzlement or improper use of the funds can ever be restored.

(5) No member belonging to any Grand Lodge Jurisdiction at the time the charter may have been, or may hereafter be, suspended, shall have the benefit of the provisions of this section, except upon the written consent of the Grand Master Workman of such jurisdiction after the charter thereof has been restored.

168. If any officer shall absent himself from three successive stated meetings, unless prevented by sickness or some other unavoidable cause, he may have his office declared vacant by the Lodge. Removals
and vacancies for
absence

169. Any officer may be removed for inattention to his duties, or conduct unbecoming an officer of the Order. Vacancies occurring by reason of death, resignation, suspension or otherwise shall be filled in the manner of the original selection to serve the remainder of the term, except as provided in section 132 of this Constitution. Any officer ceasing to be in good standing shall have his office declared vacant. In case of a vacancy, nomination, election and installation may take place at the same meeting of the Lodge. By trial,
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filled

170. At the close of each term, and at such other times as the laws of the Order may require, Subordinate Lodges shall make such semi-annual and other statistical reports and Reports
to Grand
Lodge

returns as Grand Lodge will prescribe, and upon such forms as shall be provided for these purposes. It shall be the duty of all Subordinate Lodges and the officers thereof to see that such reports and returns shall be promptly and correctly made, signed, sealed, attested and forwarded.

Per capita
tax

171. Each chartered Lodge in this jurisdiction shall pay to the Grand Recorder semi-annually, as dues, fifty cents per capita tax for every member on the Roll.

Time of
payment

172. Each Subordinate Lodge shall pay its per capita tax during the months of January and July. Any lodge failing to pay its per capita tax shall be notified of its delinquency during the first weeks of February and August respectively, and when so notified, and failing to pay the per capita tax due on or before the last days of February or August, may have its charter suspended by the Grand Master Workman, who may reinstate within three months, provided the cause of the delinquency has been removed.

Libraries

173. A Subordinate Lodge may create and maintain a library for the improvement of its members.

How rein-
stated for
non-pay-
ment of
fines

174. No member of a Lodge which provides for fines, who has been suspended for any cause, can be reinstated until he has paid the fines standing charged against him on the books of the Lodge at the time of his suspension; provided, however, the Lodge may, by a majority vote, waive this clause whenever it may deem it best to do so.

Offences, Penalties and Adjudication.

OFFENCES OF SUBORDINATE LODGES.

Offences of
Subordin-
ate Lodges

175. (1) Any Subordinate Lodge may be suspended or dissolved and its charter declared forfeited for any of the following causes: For neglecting to hold regular meetings, unless prevented from doing so by some unavoidable circumstance.

(2) When, after having been organized one year or longer, its membership in good standing is less than ten. See section 41.

(3) For non-payment of all lawful funds payable under the laws of this Order.

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(4) For failing to prefer charges against an officer or member amenable thereto for violation of or offences against the laws, rules or regulations of this Order or any of them, within thirty days after the commission of an offence, if known, or within thirty days from the obtaining of the knowledge of the committing of the offence, or for failing to duly try an officer or member when charges are preferred against him, or for failing to enforce sentence against an officer or member convicted by it after due trial at the next regular or stated meeting of the Lodge, unless for some good and sufficient excuse therefor.

(5) For neglecting or refusing to conform to the Constitution, laws and regulations of the Order, or for violation of the provisions thereof.

(6) For an act of wilful insubordination of any Superior in the Order.

OFFENCES OF OFFICERS.

176. (1) Any officer of this Grand Lodge or of any Subordinate Lodge may be removed or suspended from his office, and a successor to such officer may be appointed in manner hereinafter provided, for misconduct in office, for incompetence or persistent neglect of the duties of his office, or any wilful insubordination or contempt of any lawful higher authority in the Order, or for any offence against the laws, rules, regulations or offences of this Order.

(2) Any such officer may be put upon his trial for any such offence in the manner herein provided for the trial of offences, and if found guilty thereof shall be subject to removal or suspension or expulsion, at the discretion of any committee lawfully nominated or appointed for such trial, subject to an appeal, as herein provided.

(3) In case of any charge or charges being made or preferred against any officer of this Grand Lodge, it shall be the duty of the member preferring such charges to transmit to the Grand Recorder in writing within thirty days after the committing of the said alleged offence, a statement setting forth first the charge; secondly the specifications, giving date, nature and particulars of the offence or offences charged, and which shall be signed by the accuser. And the said charge or charges shall be in duplicate, one of which copies shall be for service upon

the accused. And the said accuser shall at the time of the transmission of the said charges to the Grand Recorder accompany the same with a deposit of — dollars as an indemnity to the Grand Lodge for the costs of inquiry into the said offence or offences. Upon the receipt of the said written charges by the said Grand Recorder, it shall be his duty immediately to lay the same before this Grand Lodge if in session; but if during the recess thereof the same shall be transmitted to the Grand Master Workman, whereupon it shall be the duty of the said Grand Master Workman to nominate and appoint a special committee, who shall, if practicable, be members of the Grand Lodge of this Jurisdiction, to be known as the "Trial Committee," for the purposes of the trial of the said alleged offence or offences. Upon the appointment of said Committee it shall immediately be fully clothed with all the powers and authority given by the laws and Constitution of this Order for the full and complete trial of the said charge or charges, offence or offences. The mode of procedure of the said trial, serving notices, etc., so far as the same is applicable, shall be the same as that prescribed for the trial of other offences under the provisions of this Constitution. After having fully investigated all matters referred to the said Trial Committee, it shall immediately make its report thereon to the Grand Master Workman, who may in his discretion refer the same to the Committee on Appeals and Grievances; transmitting to it all papers connected therewith, which committee shall carefully examine the papers, testimony and findings of the Trial Committee and return the same to the Grand Master Workman, together with its decision and recommendations thereon for the guidance of the said Grand Master Workman, and who, in his discretion, may approve, confirm, reject, alter or modify the same, or the findings of the said Trial Committee, or refer the same back thereto with such directions as he may be advised, even to that of ordering a new trial for the said offence or offences. The said Trial Committee shall have power to recommend that any of the following penalties may be imposed upon the accused, namely:

- A. Reprimand by the Grand Master Workman.
- B. Removal from office.
- C. Disqualification from holding office, in the Grand or any Subordinate Lodge, either definitely or indefinitely.

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D. Suspension for a fixed time not exceeding six months with all the consequences which flow from that penalty as to forfeiture of Beneficiary rights and privileges, etc.

E. Expulsion from the Order, and forever thereafter debarred from again becoming a member thereof.

If found guilty of any or all of the said offences, in addition to the penalty so inflicted, the accused shall be liable to any civil or criminal proceedings that may be instituted against him, and shall not be allowed to set up the penalty that may be imposed herein as a bar to any such proceeding, but shall in law be stopped from so doing.

If the charges so preferred shall be fully or substantially sustained against the said accused, the deposit of . . . dollars so made by him shall be returned to him; but in case that the said charges should prove frivolous or unfounded, then, and in such case the said deposit or such portion thereof as this Grand Lodge or the Grand Master Workman may deem necessary to cover the expenses of such investigation, shall, in the discretion of this Grand Lodge or of the said Grand Master Workman, become forfeit to the General Fund of this Grand Lodge, or the same may be dealt with in any other manner in the discretion of this Grand Lodge or of the said Grand Master Workman.

OFFENCES OF MEMBERS GENERALLY.

177. (1) The following shall constitute offences against Offences of and under the laws of the Order, namely: Obtaining mem- members bership into this Order by fraud, concealment, or wilful misrepresentation.

(2) Excessive use of intoxicating liquors or the use of opium or other poisons calculated to shorten life.

(3) Immoral practice or criminal or improper conduct violative of his duties unbecoming his profession as a member of this Order, or conduct of any kind calculated to bring libel, slander or reproach upon or injury to this Order, or to defame or injure its good name, or that of any of its officers or members, or to issue any circular or circulars written or printed or otherwise, for distribution either to the public, or to or among the Subordinate Lodges, or to or among the members, or any of them belonging to this or any other Order, without the authority or consent of this Grand Lodge or the Grand Master Workman thereof.

and shall be tried and punished therefor, as the Lodge having jurisdiction may determine in accordance with the Laws of the Order.

PENALTIES.

178. Any member of a Subordinate Lodge who, after trial, shall be found guilty of any of the foregoing offences, shall be subject to

A. Reprimand by the Grand Master Workman.

B. Removal from office.

C. Disqualification from holding office in the Grand or Subordinate Lodge, either definitely or indefinitely.

D. Suspension for a fixed time not exceeding six months, with all the consequences which flow from that penalty as to forfeiture of Beneficiary rights and privileges of the Order.

E. Expulsion from the Order.

Adjudication: Any member of a Subordinate Lodge charged with any of the foregoing offences shall be brought to trial for the same in manner following, to wit:

Mode of Procedure Upon the Trial for any Offence or Offences.

179. (1) The charge or charges shall be preferred in writing, setting forth: first, the charge; second, the specifications, giving date, nature and particulars of the offence or offences charged. These shall be signed by the accuser, presented at a stated meeting, read by the Recorder in open Lodge, and lie over until the next stated meeting. The Lodge shall, through the Recorder, serve a copy duly certified under the seal of the Lodge on the accused, in manner provided in appendix and notify him to appear, when a committee shall be appointed to try the same.

How charges are preferred—their reference and mode of serving accused

(2) Any notice or other paper required to be served on any officer or officers of any Lodge, or any member or members thereof, shall be in writing or on printed form, the blanks to be filled in, in writing or in printed circular or circulars, and such service shall be a good, valid and sufficient service if delivered in person to such officer or member or to some grown-up person (who shall be a member of his family) at his place of residence, if known; but, if unknown, after reasonable efforts to ascertain the whereabouts of such officer or

member, then by mailing such notice or notices in a letter duly registered, and bearing the name and address of the person required to be served, and depositing the same in the post office which was known to be his last known post office address. In the case of a Subordinate Lodge it shall be deemed a good, valid and sufficient service of any notice or other paper required to be served, to deliver the same in person either to the Master Workman or the Recorder of the Lodge. Where such notice refers to any assessment or assessments, or for arrearages in the collection of, or for nonpayment of dues, it is hereby declared that the giving of such notice is solely voluntary on the part of this Grand Lodge and for the information of the member, and the failure to give any such notice shall not be a condition precedent to any forfeiture of the rights, benefits and privileges of the member (or those claiming through him) where such forfeiture has been the result of his own act or neglect.

(3) The Committee shall consist of five members of the Lodge, none of whom shall be in anywise interested in accusation or defence, and shall be appointed, three by the Master Workman and two by the Past Master Workman, unless either of those officers shall be the accused or the accuser, in which case the Foreman shall appoint in the place of the officer disqualified.

(4) The Committee shall organize by the election of one of its members as chairman, who shall preside over all its deliberations and conduct its proceedings, and one as Secretary, who shall keep full minutes and take down all testimony. At least five days' notice shall be given to accuser and accused of the trial and place of meeting of the Committee. Each party shall have the privilege of being represented by counsel, who must be a member of the Order in good standing, and shall be entitled to have summonses issued under the seal of the Lodge, signed by the Master Workman and attested by the Recorder, commanding the attendance of witnesses.

(5) Every member of the Committee shall be present at each session, and in case of the absence of a member from two consecutive sessions without reasonable excuse, the Master Workman shall appoint a member in his place, and the trial shall be recommenced.

(6) One witness only shall be allowed before the Committee at a time, his testimony taken in full by the Secretary

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and read over to him at its conclusion, when he shall sign his name to the same. After hearing all the testimony the committee shall meet in secret session and agree upon their decision, first, upon the charge, and then upon each specification and reduce the same to writing. In case they shall find the accused guilty of any offence or offences hereinbefore named, they shall recommend which of the penalties therein set forth shall be inflicted upon him; and make full report of their proceedings and findings, which, together with the testimony taken, shall be presented at the next stated meeting of the Lodge.

180. It shall be the duty of the Recorder to notify the accused and accuser, and all other brethren, parties to the case, that the report of the committee will be taken up for action at the next stated meeting under the head of new business. The Master Workman shall direct the report to be read, when each party shall be entitled to debate the matter, the accused having the final reply. The accuser (if personally interested) and accused shall then retire and the Master Workman shall appoint two members of the Lodge to act as tellers. A ballot shall then be taken on the adoption of the report of the committee, and if adopted the penalty prescribed by the law or recommended by the committee shall be enforced. No one shall be entitled to vote but members of the Lodge in good standing, and it shall require the votes of two-thirds of the members present to be in the affirmative if the penalty be suspension or expulsion, but a majority only if one of the lesser penalties be prescribed; provided, that the adoption by a majority vote of the Lodge of the findings of guilty of Trial Committee in cases involving the embezzlement or misappropriation of the funds of the Order, shall be the expulsion of the convicted member.

181. Immediately after the Lodge has acted upon the report of a committee appointed to try a brother, and fixed the penalty for his offence, involving suspension or expulsion, the Recorder shall transmit to the Grand Master Workman a certified copy of the report and proceedings of the committee and action of the Lodge thereon (for which he cannot make any charge), which shall be submitted by him to the Committee on Appeals and Grievances. Said Committee shall carefully examine whether the trial has been had in accordance with the Laws of the Order, and report at once

Proceedings upon report of trial committee to the Lodge who shall vote how penalty shall be prescribed

When record must be sent to G.M.W.

to the Grand Master Workman. If the Committee find all the proceedings regular, the Grand Master Workman shall notify the Lodge to impose the penalty prescribed, and file the record and papers of the case in the office of the Grand Recorder. If errors have occurred in the trial the committee may recommend and the Grand Master Workman may direct the proceedings to be reversed or a new trial had, as the nature of the case may require.

Appeal to
Grand
Lodge

182. Any Lodge or brother feeling aggrieved on account of the decision of any Trial Committee, or of the Committee on Appeals and Grievances, and approved thereof by the Grand Master Workman, may appeal to Grand Lodge. Such appeal shall be made by filing with the Grand Master Workman, within three months after notice of decision, a statement of the reasons therefor. The decision of the Committee and the approval of the Grand Master Workman must be complied with in the interim. The Grand Master Workman shall at once notify the Lodge, from whose action the appeal is taken, of such appeal, and the Recorder of said Lodge shall forward to him the record upon which the case has been decided, and the appeal, which shall be submitted by the Grand Master Workman to Grand Lodge at its next session, whose decision shall be final.

Refusal to
appear on
notice, case
to be tried
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only Com-
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Change of
venue

183. If an accused brother neglects or refuses to appear, without reasonable cause being shown the committee shall proceed with the trial the same as though he were present. The Lodge must consider each case on the record of the committee only, and no further testimony shall be presented. The evidence of persons not members of the Order may be received on the trial of a brother.

184. Any member may present his case to the Grand Master Workman, who may allow the defendant a change of venue, when, in his judgment, the facts cause him to believe that the defendant cannot get justice in his own Lodge.

Proceed-
ings for
conviction
of crimes

185. Whenever an officer or a member of a Lodge shall have been convicted of a crime and sentenced to the county jail, penitentiary, or other place of confinement, it shall be the duty of the Master Workman to take notice of the case, and have charges preferred against him under sub-section 3, section 177. Notice shall be served on such accused member in the manner provided in section 179, and if no counsel shall be

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named by him the Lodge shall appoint a competent member to defend him in such trials. The certified record and conviction shall be competent evidence under the laws of the Order.

186. The following rules shall be observed in the organization of Subordinate Lodges: (1) Fifteen or more persons having the prescribed qualification must unite in the petition. Members of the Order in possession of Clearance Cards may unite in the petition, and the cards of such members shall be filed with the instituting officer, and be by him deposited in the new Lodge, the Recorder of which shall, within one week thereafter, notify the Lodge from which the card emanated of such deposit.

Rules for
organizing
Lodges

(2) Each petitioner, except those presenting Clearance Cards from Lodges in this jurisdiction, must present with the petition a medical examination (in the form prescribed by Grand Lodge) of a regular practising physician, who must be a member of the Order when practicable, and such examination must be approved by the Grand Medical Examiner.

(3) The petitioners shall meet at the time and place fixed by the instituting officer, and under his direction proceed to vote by secret ballot for each other. If two or more adverse ballots appear against a petitioner he shall be declared rejected, and his petition for membership shall not be again considered for the period of six months thereafter. Rejected applicants for admission on Charter for new Lodges shall have returned to them all fees, except those for medical examination.

(4) If, after the balloting thus prescribed, it is found that less than ten members have been elected, the Lodge shall not be instituted, but the organizer may confer the degrees on those present, making them members of the Order at large, until the required number shall be obtained, when the organization of the Lodge shall be completed. These members at large shall pay their assessments and dues direct to the Grand Lodge until the completion of the new Lodge. If the new Lodge is not completed within six months these members at large shall deposit their cards and become affiliated with their nearest Lodge.

(5) The instituting officer shall exercise the duties of investigating committee, and certify to each application, as therein provided.

Charter fee
and sup-
plies

187. The charter fee for a new Lodge shall be thirty dollars, and shall include a full set of supplies needed in the work of a Subordinate Lodge, except its seal and members' regalia

Members
by card
from same
jurisdic-
tion

188. The instituting officer of a new Lodge shall be governed in his duties by the provisions of section 161 of this Constitution. Members holding Clearance Cards from Lodges of this jurisdiction shall pay a fee of \$2, unless their pro rata share of the fee for the Charter shall amount to a less sum.

Admission
of mem-
bers from
other juris-
dictions

189. Members of the Order holding Clearance Cards from Lodges of another Grand Lodge jurisdiction may be admitted to membership on a Charter list in this jurisdiction. In such cases the instituting officer shall be governed by the provisions of section 161 of this Constitution.

Suspended
members
of another
jurisdic-
tion

190. A person resident within the jurisdiction of Grand Lodge who was formerly a member of a Lodge of another jurisdiction, whose certificate has been annulled for non-payment of beneficiary assessments or dues, or a suspended member of a Lodge in this jurisdiction, whose certificate has been annulled, residing at a distance of five miles or more from his Lodge, may be admitted as a charter member of a new Lodge, or a member of a Lodge in this jurisdiction, provided he is not an expelled member, or that there are no charges or indebtedness against him in the Lodge of which he was a member for assessments paid by the Lodge. He must surrender his old Beneficiary Certificate and cancel the same, or satisfy the instituting officer by such declaration as he may require that it is lost. In such case the applicant shall pay the same fees as other applicants, and be obligated, and make due application for a Beneficiary Certificate. The old Beneficiary Certificate (or, when lost, proof of its loss) shall be forwarded to the Grand Recorder by the instituting officer with his report. The Grand Recorder shall mark such Beneficiary Certificate annulled, and file the same in his office.

Election of
officers

191. Immediately after the initiation the members shall proceed to elect the officers under the provisions of section 119. The Past Master Workman elect shall also be the representative to Grand Lodge by virtue of his office. Should he fail to serve his term, he shall not be entitled to the hon-

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ors, but the brother elected to fill the unexpired term shall be entitled to the honors of the office, provided he attend the meeting of Grand Lodge.

192. No suspended or expelled member of the Order, except such as is provided for in section 167, can be taken as a charter applicant for a new Lodge. Rejected applicants for admission on charter for new Lodges shall have all fees, except Medical Examiner's fees, returned to them.

193. Any Subordinate Lodge that has had its entire membership suspended for a period of three months for failure to forward beneficiary funds, as required by law, or a Lodge that has voluntarily surrendered its charter or had the same taken away for any cause, shall be termed and known as a defunct Lodge, and its membership shall be disposed of as herein provided. As soon as a Lodge shall have become defunct, the Grand Master Workman shall, through the Grand Recorder, notify each member of such Lodge in good standing when it became defunct, and every member suspended less than three, and over three and less than six months. Such notices must inform the member of the date the Lodge became defunct, the cause of same, and explain how and at what cost he can retain or regain his membership in the Order.

How Lodges become defunct

Members to be notified by G. M. W. and G. R.

194. Any member of a defunct Lodge who was in good standing at the time it became defunct shall be entitled to receive from Grand Lodge a Clearance Card, good for six months, for which he shall pay the sum of two dollars. The application for said card must be made within thirty days from the date of notice from the Grand Master Workman.

How and when cards may be issued to members

195. Any member of a defunct Lodge who was in good standing at the time it became defunct, who fails to make application for a Clearance Card within the time specified herein, shall at the end of thirty days be taken to have elected to have voluntarily withdrawn from the Order, completely severing all relations theretofore existing between him and the Order, and to have wholly relinquished all his rights, benefits and privileges that he may have theretofore acquired by virtue of his said membership, and can only renew the same as provided in section 202.

Failure to apply for card declared a withdrawal

Duties of
members
holding G.
L. cards

196. Any member of a defunct Lodge to whom a Clearance Card has been granted must notify the Grand Recorder of his address at least once each month, and must pay all assessments for the Beneficiary Fund within the time specified by the laws of the Order for the payment of such assessments direct to the Grand Recorder, and be subject to all the penalties for the non-payment of the same, and can only be reinstated as provided for in section 95 of this Constitution.

Clearance
card must
be deposited
within
six months

197. Any member of a defunct Lodge who has received a Clearance Card from the Grand Lodge must present it to some Subordinate Lodge, and be elected to membership therein before the expiration of the six months, or renew the same under the rule prescribed in section 200, and in the event of his failure to do so then his membership in the Order shall cease, and his Beneficiary Certificate shall be annulled by the Grand Recorder, who shall notify him at least thirty days before the expiration of his card of the time when it will expire, and the penalty that will follow a failure on his part to become a member of some Subordinate Lodge.

How card
renewed
after suspension

198. Any member of a defunct Lodge who has received a Clearance Card from the Grand Lodge, and has attempted to comply with the provisions hereof, and has been unable to do so, by reason of his rejection by any Subordinate Lodge to which he has applied for admission, may retain his membership in the Order by making application in writing for a new card; such application must be addressed to the Grand Recorder, made at least ten days before the expiration of the card, state what efforts were made in the past six months to deposit in the Subordinate Lodge, and the reason or reasons why each effort was not successful. The pending assessments for the month and also the fee of \$2 for Clearance Card must be paid. If the facts are satisfactory to the Grand Recorder, he shall cause another card to be issued. All Grand Lodge cards shall be issued for a period of six months.

Admission
of members
to other
Lodges

199. No member of a defunct Lodge can be admitted to membership in another Lodge except upon Clearance Card granted by the Grand Lodge, nor can the members of a Lodge about to become defunct vote each other Clearance Cards.

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200. (1) A member of a defunct Lodge suspended less than three months at the time the Lodge became defunct, or a member of a defunct Lodge holding a Grand Lodge Clearance Card, who has been suspended less than three months, may be reinstated in any Lodge to which he may apply, by consent of the Grand Master Workman. In such cases the Lodge shall collect the fees for admission to membership by Clearance Card prescribed in its by-laws. Reinstatement when suspended less than three months and payment of assessments and dues

(2) The assessments upon which the member was suspended, and those subsequently levied, including those pending at the time the application is made.

(3) The prescribed fee of two dollars for a Grand Lodge Clearance Card, except the member holds such card which has not expired. Fee for G. L. card

(4) The Beneficiary Assessments, except one assessment thereof, the dues, and the fee for the card, where required, shall be sent with the application, whereupon, if the amounts be correct, the Grand Recorder shall issue a card, or declare the old card renewed for the purpose of the application, and the Lodge will proceed to reinstate the member, under the provisions of section 92. Fees to accompany application

201. A member of a defunct Lodge suspended over three and less than six months, at the time it became defunct, and the member of a defunct Lodge holding a Grand Lodge Clearance Card, and who has been suspended over three and less than six months, may be reinstated in any Lodge by complying with the foregoing provisions for a member suspended less than three months, except that his application must be accompanied by a medical examination, approved by the Medical Examiner of Subordinate Lodge in which he desires to apply for reinstatement, and also by the Grand Medical Examiner. Upon the consent of the Grand Master Workman being had the Lodge may reinstate him under the provisions of section 93. When suspended more than three and less than six months

202. Any member of a defunct Lodge who was suspended from the Order for non-payment of dues or assessments at the time it became defunct, or any member of a defunct Lodge holding a Grand Lodge Clearance Card, who becomes suspended from the Order for the same cause, can be admitted to membership in any Lodge in this Jurisdiction by making application to the Grand Master Workman for his con- How a member of a defunct Lodge suspended from the Order may be re-admitted

sent. Such applicant shall conform to the requirements of section 93 of this Constitution, if suspended for dues or fines only, and to the requirements of section 201 if for non-payment of assessments, with or without dues, and the Grand Master Workman shall not give his consent in such cases until he has seen the medical examination approved by the Subordinate Lodge Medical Examiner and by the Grand Medical Examiner.

Service of
notice

203 The notices hereinbefore mentioned shall be given by mailing the same to the last known post office address of members of defunct Lodges.

Consolidation of
Lodges

204. When two or more Lodges in this Jurisdiction desire to consolidate they shall make application to the Grand Master Workman, who will investigate the matter, and if in his opinion it is for the good of the Order, he shall give his consent. The Lodges shall appoint a joint committee of three members from each Lodge to confer together and arrange terms therefor. If the committee report favorably, its report shall be presented to each Lodge and lie over for at least one regular meeting before the same shall be adopted. If such report be acted upon by the Lodges interested, then the name and the number of the Lodge having the oldest charter shall be the name and number of the consolidated Lodge, unless otherwise determined, and the date of such consolidation shall be such date as shall be agreed upon and reported by such joint committee. Immediately upon their consolidation it shall be the duty of the Recorder of the Lodge, whose charter shall not be continued, to forward the same to the Grand Recorder.

The Recorder of the consolidated Lodge shall endorse upon the back of the Beneficiary Certificate of each member of the Lodge whose charter has been surrendered the following :

This is to certify that Bro. ——— became a member of ——— Lodge, No. —, on the — day of —, 18—, by consolidation of Lodge No. — with this Lodge.

Recorder.

Master Workman.

By-Laws

205. (1) Subordinate Lodges are required to make by-laws in conformity with the Constitution of Grand Lodge and the general laws of the Order : "but the by-laws of

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Lodges shall not contain any clause already provided for in the Constitution or forming any part thereof," by submitting the same to the Lodge in writing, signed by at least two members in good standing.

(2) After being read they shall lie over for at least two stated meetings, and the members notified when the said proposed by-laws, amendments or alterations will be considered and acted upon.

(3) They shall be adopted by a two-thirds vote of those present and voting. How adopted

206. After adoption the Recorder of the Lodge shall write out in full, duplicate copies of the new by-laws or the amendment or amendments to the old by-laws. No pasting of previously printed or written slips will be sufficient, but each item must be written out. In amendments, the old by-law, the amendment and the by-law as amended, must be separately stated. To this the Recorder shall certify the date when the by-law or amendment was proposed to the Lodge. Duty of Recorder

(2) That at least two members in good standing signed the same.

(3) That two stated meetings intervened between the reading and consideration, and that all the members were notified.

(4) Date of adoption.

(5) That each by-law or amendment receive a two-third vote of the members present and voting.

(6) Affix his signature and the seal of the Lodge to each copy.

(7) Forward both to the Chairman of the Grand Lodge Committee on Laws for examination.

207. After the Committee on Laws has examined and the Grand Master Workman has approved same, the Lodge shall send a duplicate copy to the Grand Recorder, under penalty of suspension in case of disobedience without reasonable or satisfactory excuse, who shall file them in his office. Duty of Committee on Laws and Supervision

208. The by-laws or amendments to the by-laws of a Subordinate Lodge take effect from the date of the next stated meeting after the approval of the Grand Master When to take effect

Workman, and shall repeal all by-laws or parts of by-laws in conflict therewith.

Objection
to action
of Commit-
tee how
made

209. Lodges aggrieved at the action of the Grand Master Workman can present the reasons for the same at the next stated meeting of Grand Lodge.

Subordin-
ate Lodges
not to be
incorpor-
ated

210. Subordinate Lodges in this jurisdiction cannot be incorporated. They cannot acquire real estate without the consent of Grand Lodge or the Grand Master Workman.

Cannot
borrow
money

211. Subordinate Lodges cannot borrow money for any purpose without the consent of the Grand Master Workman or Grand Lodge.

Members
must re-
port
change of
address

212. Members must promptly report changes in their post office address to the Financier. Any injury to his membership rights resulting from a failure to comply with this law shall be the result of the member's own negligence and at his own risk.

Commit-
tees

213. The first-named member of a committee shall be chairman. It shall be his duty to convene the committee promptly. Each member shall obey the summons, unless absent or physically unable. Absence or inability to serve on the part of any member of a committee shall be reported to the officer appointing the committee, who may remove the member and appoint another to fill the vacancy. In the absence of the chairman, the committee shall choose a chairman *pro tem*. Committees shall promptly discharge the duties assigned them. They shall have power to call for such books and papers as they may deem necessary to a correct understanding of the matter or subject under consideration. Every member of the Order notified to appear, or to produce books and papers or other articles in his possession or under his control, shall attend at the time and place specified, and continue his attendance until dismissed, or subject himself to the penalties prescribed in section 177. The report of a committee may be made unanimous, or a majority and a minority report may be made, but shall be in writing.

Right of
visiting

214. Any member in good standing shall have the right to visit any Subordinate Lodge by proving himself in the semi-annual password and the unwritten work of the Order.

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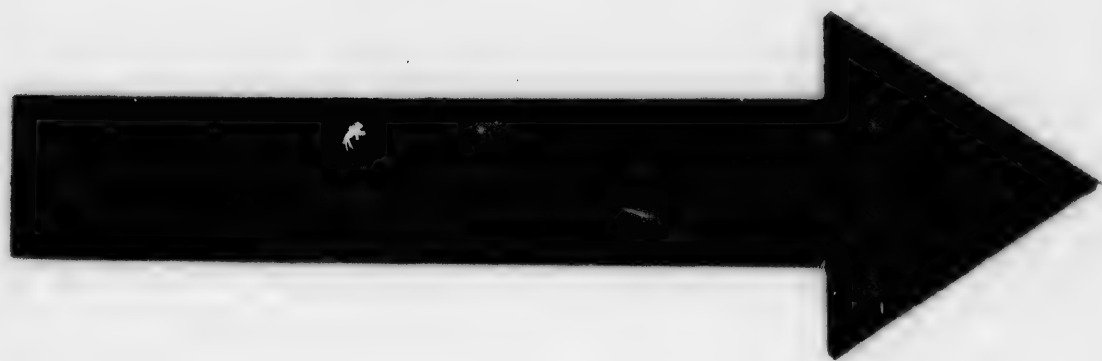
215. Whenever by fire or other casualty the charter of a Duplicate Subordinate Lodge becomes destroyed, the Grand Master charters Workman and the Grand Recorder shall issue a duplicate on payment of the sum of one dollar. Such duplicate shall have indorsed upon it the date of issue of the original charter and the date and cause of its destruction. Should a duplicate charter be similarly destroyed, another duplicate shall be issued at the same cost, and such duplicate must be similarly indorsed with the date of the issue of the previous duplicate also given.

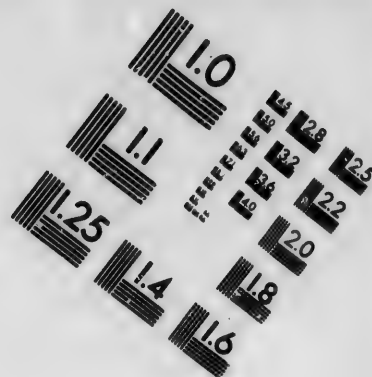
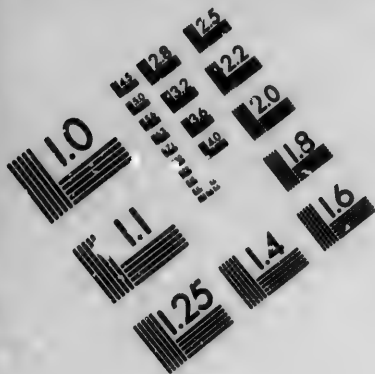
216. The fee for a dispensation for any purpose shall be fifty cents, to be in all cases sent to the Grand Recorder with the application. Fee for dispensation

217. The fee for a charter and supplies for a new Lodge shall be thirty dollars. Supplies for a new Lodge shall include:— Fees for charter and supplies

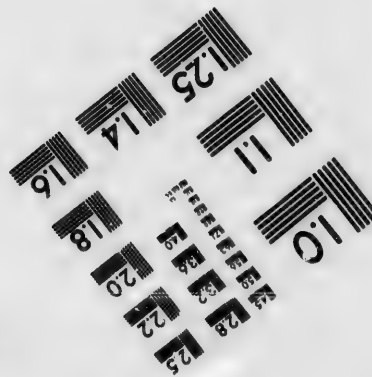
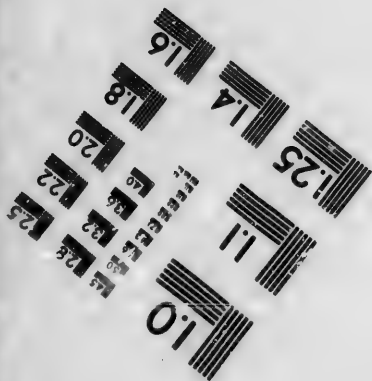
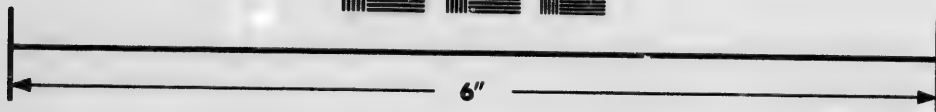
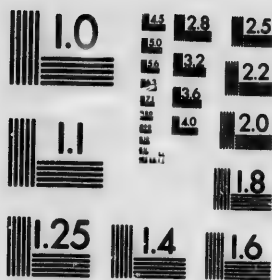
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| 1 Charter. | 5 Rituals. |
| 25 Ode Cards. | 1 Anchor and Shield. |
| 2 Gavels. | 1 Warrant Book. |
| 1 Receipt Book (to Financier). | 1 Receiver's Cash Book. |
| 1 Record Book (for Recorder). | 1 Financier's Cash Book. |
| 1 Financier's Ledger. | 1 Ballot Box. |
| 5 Ceremonials. | 25 Constitutions. |
| 5 Death Reports. | 5 Clearance Cards. |
| 10 Blank Bonds. | 50 Medical Certificates. |
| 50 Application Cards. | 1 Tablet. |
| 1 Roll Book (officers' and members). | |
| 1 Receipt Book (to members) for dues. | |
| 1 Financier's Assessment Register. | |
| 1 Register, Beneficiary Certificates. | |
| 5 Applications for Final Cards. | |
| 1 Book (Orders for Password). | |
| 25 Members' Assessment Receipt Books. | |

Lodges will not be permitted to print or prepare any of the above supplies. Lodges are prohibited from printing supplies





**IMAGE EVALUATION
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RULES OF ORDER.

218. (1) The Grand Master Workman having taken his seat, at the sound of the gavel there shall be general silence. The members present who have not received Grand Lodge Degree shall be required to retire. The Grand Guide shall then prove every brother present and report to the Grand Master Workman, and if correct the Grand Lodge shall be opened in due form.

(2) Report of Committee on Credentials.

(3) Admission of Representatives and conferring Grand Lodge Degree.

(4) Calling roll of officers and reading the records.

(5) Report of the Grand Master Workman.

(6) Report of other Grand Lodge officers.

(7) Report of the Executive Committee.

(8) Report of Special Committees.

(9) General Business.

(10) Election of officers.

(11) Installation of officers.

The above order of business may at any time be suspended or changed by a two-third vote. At a special session the order of business shall be such as the Grand Master Workman shall direct.

219. (1) Each brother, while speaking, shall designate the officer or brother spoken of by his rank or title, according to his standing in the Order.

(2) The Grand Master Workman shall pronounce the decision of Grand Lodge on all subjects; he may speak to points of Order in preference to other brothers; decide questions of order without debate, subject to an appeal to Grand Lodge by any two brothers, on which appeal no other brother shall speak more than once.

(3) No member or brother shall be permitted to vote or speak unless clothed in regalia according to his rank or station; *Provided*, Grand Lodge may dispense with this rule at pleasure.

(4) No brother shall disturb or interrupt another while speaking, unless to call him to order; or pass between him and the Grand Master Workman.

(5) Every brother, when he speaks or offers a motion, shall rise and respectfully address the Grand Master Workman. Brothers speaking shall confine themselves to the question under debate, avoid all personality and indecorous language, as well as any reflections upon Grand Lodge or its members.

(6) If a brother, while speaking, be called to order by the Grand Master Workman, he shall cease speaking and take his seat until the question of order is determined, and permission given him to proceed.

(7) Any member who voted with the majority can call for the reconsideration of a vote at the same meeting at which it was passed, and if sustained by a majority, the reconsideration shall be carried.

(8) If two or more brothers rise to speak at the same time, the presiding officer shall decide which is entitled to the floor.

(9) No brother shall speak more than once upon the same question until all the brothers wishing to speak have had an opportunity to do so.

(10) No motion shall be subject to debate until it shall have been seconded and stated by the presiding officer. It shall be reduced to writing at the request of any member.

(11) When a question is before Grand Lodge, no motion shall be in order except to adjourn, to lie on the table, to divide, to commit or amend, to postpone indefinitely, to postpone for a certain time—which motions shall severally have the precedence in the order herein arranged.

(12) When a blank is to be filled, the question shall first be taken on the highest sum or number, and the longest and latest time proposed.

(13) Any brother may call for a division of the question where the sense will admit of it, but a motion to strike out

or insert shall be indivisible, except at the option of the mover.

(14) A motion to adjourn is always in order, after the regular business has been gone through, which motion shall be decided without debate. If decided in the affirmative, Grand Lodge shall be closed in due form. A motion to lie on the table shall be decided without debate.

(15) When a question is postponed indefinitely, it shall not be acted on again during that meeting.

(16) These rules may be suspended or amended at the pleasure of Grand Lodge, or by a majority vote, except as provided in Rule 14.

(17) When not otherwise provided for Bourinot's Manual shall govern all parliamentary questions in Grand and Subordinate Lodges.

Amend-
ments

220. Alterations and amendments to this Constitution may be made at any annual meeting of Grand Lodge by a vote of two-thirds of the entire number to which the members present at such meeting are entitled. Provided that all such alterations and amendments are forwarded to the Grand Recorder on or before the 31st day of December, in order that a copy thereof may be sent to each Subordinate Lodge and to all members of the Executive Committee and officers of Grand Lodge before the 15th day of January following.

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APPENDIX.

FORM OF CHARGES.

*To the Master Workman, Officers and Members of ———
Lodge, No. ———, of the Ancient Order of United Workmen,
Jurisdiction of the Province of Ontario.*

SIRS AND BROTHERS: I hereby charge Bro. ———, a brother of your Lodge, with conduct unbecoming a Workman, in that he has been guilty [*Here state in general terms the particular offence committed*], all of which is contrary to the laws, and calculated to bring disrepute upon the Order.

SPECIFICATION 1ST.

Bro. ——— did, on ——— [*give time*], at ——— [*state place*] ——— [*Here specify particularly the offence charged.*]

SPECIFICATION 2ND.

[In same manner set forth fully the offences charged in as many specifications as are necessary.]

I would therefore ask that he be brought to trial in conformity with the laws of the Order.

The Recorder shall make a copy of the charges and specifications, and attach thereto the following certificate, which copy shall be sent by him to the accused brother:

To ———:

DEAR SIR AND BRO.: You are hereby notified that at the stated meeting of — Lodge, No. —, of the Ancient Order of United Workmen, jurisdiction of the Province of Ontario, held on — evening, — 18—, the foregoing charges and specifications were presented and read; and at the next stated meeting of the Lodge, to be held on — evening, — 18—, a committee will be appointed to try the same. You are hereby summoned to appear at that time.

[L. S.]

Upon the appointment of a Committee on Trial, they shall meet and fix upon the time and place of their first meeting, and inform the Recorder of the Lodge thereof, who shall at once notify both accused and accuser as follows:

To Brother _____:

You are hereby notified that a committee appointed to try the charges preferred by Bro. _____ against Bro. _____, will meet at _____ for the purpose of said trial, at which time and place you are summoned to appear.

[L. s.] _____

Recorder.

He shall also make copies of the above notice, endorsing thereon the mode of service, and forward the same to the committee at its first meeting.

The committee shall keep minutes of its proceedings in form as follows:

The committee appointed at a stated meeting of Lodge No. —, to try the charges preferred by Bro. A. B. against Bro. C. D., met at _____ on _____, and organized by the election of Bro. — as Chairman, and Bro. — as Secretary.

Certificates from the Recorder of service of notice on Bro. A. B., accuser, and Bro. C. D., accused, were read and ordered filed. (Exhibits A., B.)

Bro. A. B. was called and appeared (with counsel, Bro. —); Bro. C. D. was called and appeared (with counsel, Bro. —).

The charges and specifications were read. (Exhibit C.)

The following witnesses were examined for the prosecution:

John Jones. (Exhibit D.)

John Smith. (Exhibit E.)

The following witnesses were examined for the defence:

John Brown. (Exhibit F.)

John Green. (Exhibit G.)

The Secretary will carefully take down the testimony of each witness, marking it exhibit —, and after the direct examination the witness may be cross-examined by the accused or his counsel, which also must be taken down, and

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at the conclusion of his examination the witness must sign his statement. After the testimony is all in, each party or his counsel shall be privileged to address the committee—first the accuser, then the accused.

The committee shall make the report in form as follows :

The committee, after careful consideration, find the accused, Bro. — on the charges — guilty (or not guilty, as the case may be.)

On Specification 1st—Guilty (or not guilty, as the case may be.)

On Specification 2nd—Guilty (or not guilty, as the case may be.)

The said offences being a violation of Sec. — of the Constitution, we recommend that he be (suspended, expelled, or whatever punishment may be prescribed.)

Submitted in C., H. and P.,

Committee.

The Recorder in certifying the record will give from his minutes the action of the Lodge at each stage of the proceedings, and forward with it the original report of the committee.

The following shall be the several fees, viz. :

APPLICANTS.

The minimum fee for initiation of candidates, other than charter members, shall be :

Degree Fees	Sec. 117, \$2 00
Beneficiary Certificate	" 117, 1 00
Advance Assessment (according to age and amount of Beneficiary Certificate)	" 78,
Medical Examiner's fee, not less than.. ..	" 143, 1 00

NEW LODGES.

Charter.....	Sec. 189, \$30 00
Advance Assessment (according to age and amount of certificate)	" 78,
Beneficiary Certificate	" 117, 1 00
Medical examination, not less than.....	" 143, 1 00

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In compliance with instructions of Grand Lodge and by the authority vested in me by the Grand Lodge of Ontario, I hereby declare the annexed Constitution duly promulgated and in force in Ontario from and after this date.

Toronto,
June 25th, 1897.

Attest:

M. D. CARDER,
Grand Recorder.

FRED. W. UNITT,
Grand Master Workman.